

**ORDER**

1800.41B

STANDARDIZATION OF AVIATION AND OTHER MANAGEMENT INFORMATION



JANUARY 27, 1982

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-WXYZ-3; A-FOF-0 (Ltd)

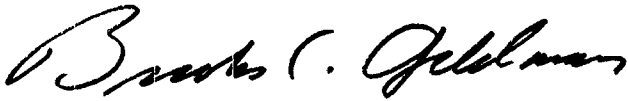
Initiated By: AMS-210



FOREWORD

This order establishes responsibilities and procedures for assuring the accuracy, consistency, and interpretation of FAA statistical and other management information. The disclosure of FAA records is governed by the terms of the Freedom of Information Act. The custodian of each record is responsible for reaching an initial determination whether or not to release a document requested under the Act. All of the information categorized in the appendixes is governed by the Freedom of Information Act and the Departmental Regulations implemented for the FAA in Order 1200.23.

In general, this order serves as a guide to agency information and is to be used as a ready reference to help identify and determine the release of consistent and accurate agency information, and identifies and defines key information in order to avoid misinterpretations of data.

A handwritten signature in cursive script, reading "Brooks C. Goldman".

Brooks C. Goldman  
Director of Management Systems



## TABLE OF CONTENTS

	<u>PAGE</u>
CHAPTER 1. GENERAL	
1. Purpose	1
2. Distribution	1
3. Cancellation	1
4. Background	1
5. Explanation of Changes	1
6. Definitions	1
7. Applicability	2
8. Scope	3
9. Responsibilities	3
10. Procedures	4
11. Changes to this Directive	4
12.-19. RESERVED	4
CHAPTER 2. INFORMATION SOURCE GUIDE	
20. Introduction	7
21. Using the Guide	7
22. Maintaining (Updating) the Guide	7
23. Improving the Guide	8
24.-29. RESERVED	8
APPENDIX 1. Category A: Accident/Incident Violation (4 pages)	1
APPENDIX 2. Category B: Accounting and Audit (8 pages)	1
APPENDIX 3. Category C: Air Agency/Operator (4 pages)	1
APPENDIX 4. Category D: Aircraft (8 pages)	1
APPENDIX 5. Category E: Airman (Non-Medical) (4 pages)	1
APPENDIX 6. Category E: Airman (Medical) (4 pages)	1
APPENDIX 7. Category F: Airports (16 pages)	1
APPENDIX 8. Category G: Airspace (4 pages)	1
APPENDIX 9. Category H: Aviation Activity (6 pages)	1
APPENDIX 10. Category I: Aviation Forecast (8 pages)	1
APPENDIX 11. Category J: FAA Aircraft Management (4 pages)	1
APPENDIX 12. Category K: Airway Facilities (6 pages)	1
APPENDIX 13. Category L: Medical Research (4 pages)	1
APPENDIX 14. Category M: Payroll and Leave (4 pages)	1
APPENDIX 15. Category N: Personnel (10 pages)	1
APPENDIX 16. Category O: Planning and Budget (6 pages)	1
APPENDIX 17. Category P: Procurement (4 pages)	1
APPENDIX 18. Category Q: Real and Personal Property (6 pages)	1
APPENDIX 19. Category R: R and D Project Management (3 pages)	1
APPENDIX 20. Category S: Supply (4 pages)	1



## CHAPTER 1. GENERAL

1. PURPOSE. This order provides the means to insure that all elements of FAA and the public are using and disseminating the correct information.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions, and centers, and a limited distribution to field offices and facilities.
3. CANCELLATION. Order 1800.41A is cancelled.
4. BACKGROUND. There have been a number of instances in which several agency elements have officially released statistical or other management information which was in conflict or conducive to misinterpretation. This order helps to assure that this information is disseminated correctly.
5. EXPLANATION OF CHANGES.

a. The Information Source Guide has been expanded into a series of appendixes for each Office of Primary Interest (OPI).

b. The OPI's have provided the material contained in the appendixes.

c. Organizational titles have been updated.

d. Operational information is defined and explicitly excluded from the provisions of this order.

6. DEFINITIONS.

a. Statistical Information. The numerical end product, generally in printed, tabular or other form resulting from the compilation and/or analysis of raw data, in accordance with predefined standards.

b. Management Information. Information used to keep executives and managers informed fully, on a timely basis, on matters relating to their responsibility.

c. Information Category. A division of the broad spectrum of agency information into meaningful segments with a specific office, service, region or center identified as a primary office of responsibility. Some examples are:

(1) Aircraft Information, Budget Information, Aviation Activity Information, and Facility Information.

(2) Each information category is defined and assigned to an Office of Primary Interest (OPI) in the Information Source Guide (appendixes 1 through 20).

d. Information Sub-Category. A breakdown of the major information category that describes the kind of information/statistics contained within that category (e.g., under the major category Aviation Activity Information), information sub-categories could contain aircraft activity (hours flown), control tower operations and flight plans filed. These sub-categories provide a convenient means of further dividing major information categories to aid in quickly locating specific official information/statistics and OPI's for interpretation and/or assistance. The appendixes identify the sub-categories and OPI's related to each major information category.

e. The Information Source Guide is composed of the appendixes to this order, and contains guidelines for releasing information. These appendixes identify the specific kinds of information comprising a major category, designate OPI's, sources for that information, and provisions for releasing unpublished statistical and other management information, as required by paragraph 9a(2).

f. Operational Information is numerical data similar to statistical information, but prescribed as routine or regular input to an operation, process or system. This information is differentiated from statistical and other management information because it is required to permit a routine operation, process or system to function properly. Operational information release procedures are prescribed by order, regulation, or other formal and binding documentation. This formal documentation, concurred with by the information category OPI, approves the continued use of the operational information for the intended purpose (operation).

7. APPLICABILITY. FAA aviation statistical and other management information not already officially published will be released only when the information:

a. Receives the specific approval of and conforms to guidelines issued by the responsible office of primary interest (OPI).

b. Contains all applicable restrictions on distribution, interpretation, and application.

c. Conforms to the requirements of Order 1200.23, Public Availability of Information and Order 1200.8B, Public Information Activities and Programs, and Order 1350.22, Protecting Privacy of Information About Individuals.

d. Conforms to the requirements of the Privacy Act of 1974, 5 U.S.C.552a, and the Freedom of Information Act, 5 U.S.C. 552, pertaining to requests for release of information from members of the public.

8. SCOPE. This order applies to all automated and non-automated official statistical and other management information released by FAA. This order does not apply to operational information (see paragraph 6(f)).

9. RESPONSIBILITIES.

a. Heads of offices, services, regions, and centers, as the Office of Primary Interest (OPI) for information categories shown in the appendixes, are responsible for:

(1) Assuring the timeliness, accuracy, consistency and interpretation of all statistical and other management information pertaining to their areas of assigned responsibility.

(2) Developing and disseminating guidelines for information release.

(3) Insuring the timely evaluation of compliance with the related guidelines.

(4) Updating the Information Source Guide for the information categories within their purview.

b. The responsible agency officials, as the OPI for information sub-categories shown in the appendixes, in addition to the responsibilities in paragraph 9a, are responsible for:

(1) Insuring compliance with guidelines issued by the major category OPI.

(2) Providing updates to the major category OPI's for information sub-categories under their purview.

c. The Office of Public Affairs is responsible for:

(1) Servicing requests to FAA for information.

(2) Helping assure that the requestor is not required to make repeated inquiries to each office when information from several data bases is required.

d. The Director of Management Systems is responsible for:

- (1) Developing, disseminating, and assuring understanding of and compliance with the guidelines and procedures of this order.
- (2) Insuring the timely resolution of conflicts in areas of responsibility for all types of statistical and other management information.
- (3) Maintaining the Information Source Guide and necessary backup documentation.

10. PROCEDURES.

a. Offices, services, regions, centers, as OPI for major information categories, will:

(1) Provide the Office of Management Systems (AMS-200), changes to the Information Source Guide within thirty days of request.

(2) Solicit changes from information sub-category OPI's.

b. The responsible agency officials, as OPI for information sub-categories, will provide major information category OPI's with changes, additions and deletions to sub-category names and OPI designations as requested.

c. The Office of Management Systems will:

(1) Solicit periodic updates to the Information Source Guide from each major information category OPI.

(2) Publish changes to the Information Source Guide as needed.

11. CHANGES TO THIS DIRECTIVE. The Director of Management Systems may issue changes to the appendixes to this directive. The OPI's for aviation, statistical, or other management information should submit proposed changes or additions to the appendixes to the Office of Management Systems, Attention: AMS-200.

12.-19. RESERVED.

## CHAPTER 2. INFORMATION SOURCE GUIDE

20. INTRODUCTION. The Information Source Guide is designed to help identify information and its corresponding Office of Primary Interest and to provide guidelines for releasing information. The Table of Contents of appendixes defines each major category of information and the responsible OPI.

21. USING THE GUIDE.

a. Information Source Guide (appendixes 1 through 20) is a compilation of information categories and sub-categories associated with offices of responsibility (or OPI), which provides guidelines for the release of information. Office, service, region and center level OPI's are assigned to each information category; where desired, appropriate organizational element level OPI's within the office, service, region or center are assigned to each sub-category. The guide was developed and is maintained as a ready reference to facilitate the determination and release of consistent and accurate agency information. The format of these guidelines is as follows:

(1) Description of Information: A general description that explains the type, characteristics, and extent of data present in a given category.

(2) Key Information: The identification and definition of key information is intended to avoid misunderstandings and misinterpretations of unclear or "sensitive" data.

(3) Source of Information: An information source is any place data arises or is obtained.

(4) Approval and Clearance Procedures: Approval and clearance procedures, as stated by the OPI, establish the process necessary for releasing unpublished, statistical and/or management information.

b. If an appropriate information sub-category is not reflected in the Guide, the major information category OPI should be contacted for assistance. The Office of Management Systems, AMS-200, maintains necessary backup material to assist in the resolution of related problems.

22. MAINTAINING (UPDATING) THE GUIDE.

a. The sub-categories are expressions of agency management information and statistics that:

(1) Relate to the types of information that an office, service, region, or center is responsible for developing, maintaining and/or releasing, and

(2) Provide a "pointer" to help any organizational element of the agency obtain assistance and interpretation and to identify the source for the information/statistics.

b. The usefulness of the Guide is totally dependent upon clear and meaningful expressions that aid in locating information. Requests for changes, additions, deletions, and clarifications should be made to the OPI's identified in the Guide.

23. IMPROVING THE GUIDE. Suggestions for improving the Guide format and overall content should be made to the Office of Management Systems (AMS-200). Suggestions for improving the content of an individual appendix should be made to the Information Category OPI.

24.-29. RESERVED.

1/27/82

1800.41B  
Appendix 1

APPENDIX 1  
GUIDELINES FOR RELEASING  
ACCIDENT, INCIDENT, VIOLATION INFORMATION

OPI: ASF

1800.41B  
Appendix 1

MAJOR INFORMATION CATEGORY A: ACCIDENT/INCIDENT/VIOLATION OPI: ASF  
(Includes: accident, AT system errors, violations of regulations, other safety related incidents)

<u>ACCIDENT/INCIDENT/VIOLATION SUB-CATEGORIES</u>	<u>OPI</u>
Aeromedical Accident Data .....	AAM-1
Aircraft Accident Corrective Action Recommendations .....	ASF-100
Air Carrier Aircraft Accident Data Corrective Action.....	ASF-200
Air Carrier Incident Data.....	ASF-200
Air Carrier Violation Data-Administrative Action.....	AFO-500
Air Carrier Violation Data-Legal Action.....	AGC-260
Airport Accident/Incident Data.....	AAS-300
Airport Certification Violation/Enforcement Data.....	AAS-300
Aviation Security Education Activity.....	ACS-1
Aviation Security Enforcement Activity.....	ACS-1
Aviation Security Incidents/Criminal Acts Activity.....	ACS-1
Aviation Security Passenger Screening Activity.....	ACS-1
Air Traffic Near Mid-Air Collision Data.....	ASF-200
Enforcement .....	AFO-500
General Aviation Accident Data.....	ASF-200
General Aviation Incident Data.....	ASF-200
General Aviation Violation Data-Administrative Action.....	AFO-500
General Aviation Violation Data-Legal Action.....	AGC-260
Aviation Education and Consultative Planning .....	APO-300
Hazardous Material Incident and Violation Activity.....	ACS-1

APPENDIX 1: ACCIDENT/INCIDENT/VIOLATION INFORMATION.1. Description of Information.

- a. The information consists of both automated and manual files, and is maintained in the FAA regional offices, FSNFO, Aeronautical Center, and headquarters, Washington, D.C.
- b. The data offers statistical analysis capability, trending, historical comparability, geographical highlighting by type of aircraft, type of accident, etc., as well as individual case studies.
- c. In addition, certain data are published at predetermined intervals, covering the above-mentioned areas of delegated FAA responsibility in accordance with Order 1340.3L, Catalog of Recurring Reports for FAA Headquarters. These reports are listed under the RIS: 8020, 8030, 1600, and 1650 series.

2. Key Information.

- a. All aircraft accident/incident investigation and reporting is the responsibility of the National Transportation Safety Board (NTSB), as set forth in Title 49, Chapter VIII, Part 830 of the Code of Federal Regulations. However, certain accidents are delegated to the FAA by the NTSB for investigative and recordkeeping purposes. In cases where definitions are required as to Accident or Incident Category, NTSB makes such decisions.
- b. Current year accident data can be easily misinterpreted or misused, because of the time lapse between an initial accident report, the investigation, review and final determination by the NTSB. Some reported accidents are found to be incidents when all the facts are reviewed. Because of this time lag, NTSB does not issue yearly general aviation accident totals until 6 to 12 months after the close of a year, after all reported accidents have been reviewed.
- c. FAA (ASF) is the sole source for current year accident statistics. These statistics, compiled monthly, are often referred to as accidents, but are actually "reported accidents." The monthly statistics are continually adjusted to reflect NTSB rulings (accidents vs. incidents). Because of the preliminary nature of the FAA generated data, extreme caution must be exercised when using current year data. A comparison of January-to-the-present accidents (reported) in the current year to previous years is invalid because some of the reported accidents will, in time, be downgraded to incidents by the NTSB. Such a comparison using preliminary data (accidents reported this year to accidents last year) would inaccurately portray safety trends.

- d. Violation investigations and related recordkeeping is the sole responsibility of the FAA. This covers airmen, airports, aviation operations and products where FAA authorization and/or certification are required.
- e. Security education and all security and hazardous material related violations and investigations as well as the related recordkeeping, are the responsibility of ACS. This includes compliance and enforcement investigations of alleged violations of Federal Aviation Regulations pertaining to security and Department of Transportation regulations relating to hazardous materials in aviation and air commerce. It also includes investigation and collection of data on aircraft hijacking, aviation related sabotage incidents, passenger screening incidents, and other criminal acts against civil aviation.
- f. Airport involvement in accidents/incidents and compliance and enforcement of airport certification regulations is within the purview of AAS.

3. Source of Information.

- a. The official source of accident information covering both general aviation and air carriers is the National Transportation Safety Board. The recorded facts, circumstances and conditions are extracted by the FAA for use in assigned responsibilities.
- b. Incident and violation information and certain NTSB delegated accident data are collected by FAA inspectors and forwarded from the district office to the appropriate regional office. Records as needed to satisfy requirements on a national scope are then forwarded to headquarters, Washington, D.C., or Flight Standards National Field Office, Oklahoma City, Oklahoma. In some cases, incident and violation information is received by headquarters, Washington, D.C., either directly or through regional offices from international, Federal and local agencies, and interested aviation organizations.
- c. The sub-category OPI listed has the source responsibility for the data listed.

4. Approval and Clearance Procedures. All information regarding aircraft and airport accidents, safety related incidents and violations of Federal Aviation Regulations to be released to the public will be cleared through the appropriate sub-category OPI, or ASF-200 (except as delegated to other offices) when responsibility is in doubt. If information is to be used internally (e.g., analyses, study, report, etc.), it should be revalidated by the OPI.

1/27/82

1800.41B  
Appendix 2

APPENDIX 2  
GUIDELINES FOR RELEASING  
ACCOUNTING AND AUDIT INFORMATION

OPI: AAA

1/27/82

MAJOR INFORMATION CATEGORY B: ACCOUNTING AND AUDIT

OPI: AAA

(Includes: financial transactions, reservations, commitments,  
obligations, expenditures, audit execution, and liaison)

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ACCOUNTING AND AUDIT SUB-CATEGORIES

OPI

Accounting, Billings and Reporting for AID.....	AAA-200
Accounts Payable.....	AAA-400
Accounts Receivable.....	AAA-400
Appropriation and Fund Accounting.....	AAA-400
Change of Station Obligations Summary .....	AAA-400
Claims (Employee and Agency).....	AAA-400
Commissary Operations.....	AAA-400
Europe, Africa, Middle East Office Accounting Data.....	AAA-200
FAA Headquarters Accounting Data.....	AAA-200
FAA Owned Real and Personal Property Financial Information.....	AAA-400
FED/STRIP MILSTRIP Information.....	ALG-1
GAO Audit Reports.....	AAA-60
GAO Inquiries on Accounting.....	AAA-400
GAO Inquiries on Other Matters .....	AAA-60
General Ledger Balances .....	AAA-400
Geographic Distribution of Federal Funds.....	AAA-400
Imprest Funds.....	AAA-400
Installed Facility Equipment and Related Real Property Values (User Charge Data Base).....	AMA-16
Metropolitan Washington Airport Accounting Data.....	AMA-16
National Reimbursable Agreements .....	AAA-400
Obligations by Fiscal Program .....	AAA-400
OIG Internal Audit Reports on FAA Activities.....	AAA-60
Progress Payments on Contracts .....	AAA-400
Protests and Inquiries Related to Propriety of Procurement Actions.....	AAA-60
Time-Share Billing Information .....	AAA-200
Travel Advances .....	AAA-400
Travel Policy Interpretations .....	AAA-400
Vouchers for Reimbursement.....	AAA-400
Working Capital Fund.....	AAA-200

APPENDIX 2: ACCOUNTING AND AUDIT INFORMATION.

1. Description of Information. This major information category includes all accounting data on financial transactions, commitments, obligations, expenditures, audit execution, and liaison. Accounting data provides an objective disclosure of significant financial facts about FAA operations and activities. This data is based on official records maintained under the accrual basis of accounting. The following provides a brief description of the kinds of information covered by this guideline.
  - a. Accounting, Billing and Reporting for AID are accomplished under authority of the Foreign Assistance Act of 1961, as amended, whereby FAA may enter into an interagency agreement with the Agency for International Development (AID) to perform services upon receipt of a specific order. All monies spent under authority of AID Project Implementation Orders are accounted for, billed, and reimbursed to the same FAA appropriation.
  - b. Accounts Payable are the financial records of the amount due and payable to individual creditors of the FAA. These records are maintained by payee, and in categorical summaries. This information represents the amount of the FAA's liability for goods and services received for which payment has not been made.
  - c. Accounts Receivable are the financial records of the amounts due from individual debtors of the FAA. These records are maintained by debtor, and in categorical summaries. This information represents any asset of FAA for goods and services furnished for which collections have not been received.
  - d. Appropriation and Fund Accounting is a system of accounts and records, identified to a specific appropriation or fund, which provides financial control and status information. This information for appropriation status is expressed in terms of apportionments, allotments, obligations and expenditures. Accounting control information is provided for the assets and liabilities of appropriations and funds as well as detail and summary information on costs and revenue.
  - e. Change-of-Station Obligation Summary is the net change, during a period, in obligations for relocation of employees at the request of the government. Information is detailed and summarized at various levels; i.e., object subclassification, cost center, fiscal program, and appropriation.

- f. Claims (Employee and Agency) deal with those demands for payment which involve death, injury, or damage cases; cases where payments were previously denied or disputed; or cases where a point of law or fact is in doubt. These claims are presented in writing by the claimant or by his authorized agency or attorney. The claims may be settled or adjudicated (as appropriate) by the FAA or by the General Accounting Office.
- g. Commissary Operations. A central service commissary is operated in the Alaskan Region or provides service to customers who reside in widespread geographical areas without access to grocery stores. The financial results of these operations are contained in accounts and records and provide information on the assets, liabilities, expense, and revenue.
- h. FAA Owned Real and Personal Property Financial Information is contained in accounts and records reflecting summary data, by category, of the FAA's investment in real and personal property.
- i. Geographic Distribution of Federal funds are current obligation (net of refunds) transactions within the Federal Government, and transactions with recipients in foreign countries. "Geographic" locations refer to states, counties, U.S. territories and possessions, and incorporated cities with populations over 25,000 persons.
- j. FED/STRIP MILSTRIP Information is logistical and financial data provided from an automated supply support system maintained by the General Services Administration and the Department of Defense.
- k. GAO Audit Reports contain findings and recommendations resulting from their audits of FAA programs, activities, and operations. They provide valuable independent evaluations of the manner in which the FAA administers its affairs and resources. AAA-60 serves as the central control point for all FAA relationships with GAO on audits, and prepares the FAA reply to all GAO audit reports, receiving input from responsible offices and services.
- l. GAO Inquiries on Accounting involve claims received directly by the General Accounting Office from employees or companies which require an administrative report to be submitted by FAA before final adjudication.
- m. GAO Inquiries on Other Matters are handled by AAA-60 as necessary. Such inquiries are normally involved with other than accounting and audit matters. AAA-60 will help to direct the inquiry to the office or service that is responsible for the matter covered by the inquiry.

- n. General Ledger Balances are the summary results of financial transaction during a given accounting period. They represent the position of an organization for all real accounts (assets, liabilities, and net worth) since inception through the reporting date and the position of nominal accounts (income and expense) for the current period of operations. The general ledger balances arranged in the proper order constitute the financial statements of the organization, i.e., the statement of financial condition (balance sheet) and the statement of revenue (income and expense).
- o. Imprest Funds are funds advanced by disbursing officers of the Treasury Department, without charge to DOT appropriations, to an authorized FAA cashier for cash payment or other cash requirement purposes as specified in the letter of designation.
- p. Protests and Inquiries Related to Propriety of Procurement Actions concern the propriety of an FAA contract award, or the FAA's administration of a contract excluding contract claim and appeal matters. These protests are usually made by unsuccessful bidders, and an independent assessment of their allegations is made. AAA-60 prepares the FAA response to such inquiries after the facts are developed in conjunction with responsible offices and services. AGC-500 handles protests and inquiries concerned primarily with the legality of an FAA action.
- q. Installed Facility Equipment and Related Real Property Values (User Charge Data Base) are the FAA's investment (at cost or other methods of valuing) in electronic or mechanical equipment necessary to maintain and operate the National Airspace System, as well as the buildings and land housing equipment.
- r. National Reimbursable Agreements are written documents consummated with other Federal Government agencies or non-Federal parties under which the FAA provides goods or services. These agreements involve two or more regions, centers, or headquarters.
- s. Obligations by Fiscal Program are amounts of orders placed, contracts awarded, goods and services received, net of refunds, changes to FAA budget activities such as Air Traffic, Airway Facilities, Direction, Staff, and Supporting Services, etc.
- t. OIG Internal Audit Reports on FAA Activities contain the findings and recommendations resulting from OIG audit of FAA programs, operations, and activities. They provide independent evaluations of the manner in which the FAA carries out its assigned responsibilities and administers its affairs and resources. AAA-60 prepares the FAA response to such audit reports after receiving input from responsible offices and services.

- u. Progress Payments on Contracts are interim payments made to FAA contractors based upon work performed rather than on deliveries made of finished products.
  - v. Time-Share Billing Information. Time-sharing is a form of automated data service in which multiple users have access to a remotely located computer through on-site terminals. The term is sometimes used as a synonym for contractual services, although time-sharing can be made available from an in-house computer. Time-share billings are paid by OST for FAA. The FAA portion of these charges is transferred by OST to AAA-200. Individual payment records are maintained in AAA-200 for each FAA user office. Charges are applied through the accounting system and are included in all financial status reports.
  - w. Travel Advances are payments made to employees in advance of performing authorized travel. Account records are maintained in detail and summary which contain data on outstanding advances.
  - x. Travel Policy Interpretations are explanations or clarifications of any point of confusion relating to the Federal Travel Regulations issued by GSA, DOT Order 1500.6, Order 1500.14, or the Foreign Affairs Manual, Volume 6, issued by the Department of State. Also considered are any Comptroller General decisions pertaining to the subject.
  - y. Vouchers for Reimbursement support disbursement of appropriated funds. These vouchers are designed to document specific classes of reimbursement. Each type of reimbursement voucher is designed to meet not only its basic legal requirement, but also may provide such additional information as an agency may wish.
  - z. Working Capital Fund. Payments are made to the Office of the Secretary, Department of Transportation, in advance of the performance and operation of certain administrative services provided to the Federal Aviation Administration. Obligations by Fiscal Program are maintained in support of services to be received. Charges are applied through the Accounting System and advance liquidation from monthly OST cost statements and are included in all Financial Status Reports.
2. Key Information. There is no "key information" listed for this category.
3. Source of Information. AAA is the source for all data covered by the Major Information Category of Accounting and Audit, except for the two information sub-categories where ALG and AMS are sources and are listed as OPI's.

4. Approval and Clearance Procedures. No formal approval and clearance procedures are required for accounting data for which AAA-200 or AAA-400 are the information sub-category OPI's; however, if the data is to be used in testimony or support of appropriation requests to elements outside FAA, ABU shall be the clearing office for its release. For information sub-categories for which ALG-1, AMS-354, or AAA-60 is the OPI, those organizations shall be the source or clearing office. Questions concerning agency uses of accounting and audit information should be directed to the information sub-category OPI.



1/27/82

1800.41B  
Appendix 3

APPENDIX 3

GUIDELINES FOR RELEASING

AIR AGENCY/OPERATOR INFORMATION

OPI: AFO/AWS

1/27/82

MAJOR INFORMATION CATEGORY C: AIR AGENCY OPERATOR

OPI: AFO/AWS

(Includes: non-airperson certificate holder (air taxi, repair station, school, etc.))

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AIR AGENCY SUB-CATEGORIES

OPI

Parachute Lofts .....	AWS-300
Repair Stations .....	AWS-300
Schools - Aircraft Dispatcher .....	AFO-200
- Flight Engineer .....	AFO-200
- Flight (Old Federal Aviation Regulations (FAR) Part 141)..	AFO-800
- Ground (Old Federal Aviation Regulations (FAR) Part 141)..	AFO-800
- Pilot (Federal Aviation Regions (FAR) Part 141 Revised)...	AFO-800
- Aviation Technician Maintenance .....	AWS-300
Air Taxi/Commercial Operators .....	AFO-200
Air Carrier Certification .....	AFO-200
Operating Certificate Holders - Part 125 .....	AFO-800
Air Agency Certificates - External Load Helicopter	
Aerial Applications .....	AFO-800

APPENDIX 3: AIR AGENCY INFORMATION.

1. Description of Information. The information category describes non-airperson certificate holders, including air taxi/commercial operators, aviation maintenance technician schools, flight, ground, and pilot schools, parachute lofts, repair stations, aircraft dispatcher schools, and flight engineer schools, etc.
2. Key Information. This information is usually published as computer listings for reference purposes. Listings include the certificate holding agency's name and business address, the certificate number, specialized ratings, and the region holding certificate responsibility for the particular agency.
3. Source of Information. The information is obtained from the individual's application for the certificate. The certificate application is processed by the district office inspector, who forwards the information to AAC-200, Flight Standards Technical Division. The information is then compiled by AAC-200 and published in computer listings and various advisory circulars.
4. Approval and Clearance Procedures. Information is available for distribution to the public. Listings are published for internal use as reference documents. No formal approval or clearance procedures are required. Questions concerning this data should be directed to the information sub-category OPI.



1/27/82

1800.41B  
Appendix 4

APPENDIX 4

GUIDELINES FOR RELEASING  
AIRCRAFT INFORMATION

OPI: AFO/AWS

MAJOR INFORMATION CATEGORY D: AIRCRAFT

OPI: AFO/AWS

(Includes: type and airworthiness certification, mechanical reliability, characteristics, registration, ownership recordation, engines, propellers, equipment)

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AIRCRAFT SUB-CATEGORIES

OPI

Advisory Circulars .....	ASW-100/200
Aircraft Activity Information (See Cat H: Aviation Activity).....	AMS-200
Aircraft Engine Emissions.....	AEE-1
Aircraft Leases.....	AAC-1
Aircraft Legal Documents.....	AAC-1
Aircraft Liens.....	AAC-1
Aircraft Loan Guarantee Accounting Records.....	AAA-200
Aircraft Sound/Noise/Sonic Boom.....	AEE-1
Aircraft Lookout Alerts.....	ACS-1
Air Carrier Aircraft/Engine Utilization.....	AWS-300
Air Carrier Inspection.....	AWS-300
Air Carrier Surveillance.....	AWS-300
Airworthiness Certification.....	AWS-200
Airworthiness Directives.....	AWS-100
Airworthiness Surveillance.....	AWS-300
Alterations.....	AWS-300
Delegation Option Authorization.....	AWS-100
Designated Engineering Representative.....	AWS-100
Designated Manufacturing Inspection Representatives.....	AWS-200
Development - Subsonic, Supersonic, Hypersonic, Special Purpose.....	AEM-1
Engine/Propeller Liens.....	AAC-200
Equipment.....	AWS-100
Exemption from FARs 21, 23, 25, 27, 29, 31, 33, 35, 39.....	AWS-100/200
Exemptions from (FAR) Parts 47, 49.....	AFO-500
Exemptions from FAR Part 91 Subpart E, SFAR 27.....	AEE-1
Export Airworthiness Approvals.....	AWS-200
Fleet Characteristics (See Cat H: Aviation Activity).....	AMS-200
Aircraft Make/Model.....	AMS-200
Activity (Hours Flown).....	AMS-200
Age.....	AMS-200
Avionics.....	AMS-200
Mechanical Interruptions.....	AMS-200
Mechanical Reliability Reports.....	AWS-300
Import Approvals (U.S. Airworthiness Approvals).....	AWS-200
Parts Manufacture Approval.....	AWS-200

AIRCRAFT SUB-CATEGORIES (Continued)OPI

Production .....	AWS-200
Production Certificates .....	AWS-200
Registration .....	AAC-1
Releases from Liens.....	AAC-1
Reliability .....	AWS-300
Service Difficulty Reporting System .....	AFO-500
Special Flight Authorizations.....	AWS-200/300
Special Flight Permits.....	AWS-200/300
Statistical Data .....	ASF-200
Stolen Aircraft Alert.....	ACS-1
Supplemental Type Certificates.....	ASW-100
Technical Standard Orders .....	AWS-100/200
Type Certification (Aircraft, Engine, Propellers) .....	AWS-100
Type Certificate Data Sheet .....	AWS-100
Aviation Insurance .....	AIA-320
Aviation Insurance Accounting Records.....	AAA-200

APPENDIX 4: AIRCRAFT INFORMATION.

1. Description of Information. This information category includes data collected on aircraft. This encompasses maintenance surveillance, mechanical reliability, and malfunction or defect reports; information relating to types and categories of aircraft operations; illegal activity; and service difficulty data relating to aircraft, engines, propellers, and appliances/components, etc.
  - a. Air Carrier Aircraft/Engine Utilization Data are collected from all the air carrier operators by appropriate field offices and forwarded to AFO-500, who summarizes it on a calendar month basis. This data includes aircraft manufacturer's model, engine manufacturer's model, air carrier symbol, number of aircraft, fleet aircraft time, daily utilization in hours, fleet engine hours, engine time between overhaul (TBO) and hot section inspection period, and engine shutdown (aircraft hours per shutdown, number of shutdowns and rate/1000 hours).
  - b. Air Carrier Inspection pertains to inspection of the air carrier aircraft, facilities, and records by the appropriate field office. Record is kept on an individual case basis.
  - c. Air Carrier Surveillance parallels an air carrier inspection and pertains to actual surveillance of the air carrier by the appropriate field office. The record is kept on an individual case basis.
  - d. Aircraft Lookout is an alert message requested on an aircraft which has not been reported as stolen, but whose movement is of investigative interest to a law enforcement agency.
  - e. Alterations for aircraft are reviewed by the appropriate field office for compliance or conformity with data.
  - f. Mechanical Interruption Summaries (MIS) are submitted by the air carrier operator to the appropriate field office. These cover interruptions (delay) of scheduled flights due to mechanical problems. Summaries are available from the certificate holding district office. The MIS is also an input to the Service Difficulty Reporting (SDR) System, at the Flight Standards National Field Office, AFO-500, Oklahoma City, Oklahoma.
  - g. Mechanical Reliability Reports (MRR) also known as Service Difficulty Reports, are prepared by the air carrier operator and submitted to the appropriate field office and then to the National Safety Data Branch (AFO-580). Data are available from AFO-580.

- h. Malfunction or Difficulty (M or D) Reports also known as Service Difficulty Reports (SDR), are submitted by General Aviation Aircraft Inspectors repair station, etc., whenever equipment/mechanical malfunctions/defects are observed, to AFO-500 as an input to the SDR System.
- i. Quality Control Data is submitted in support of an application for a production certificate for a product. The data describes the inspection and test procedures necessary to ensure that each article produced conforms to the type design and is in a condition for safe operation.
- j. Reliability program pertains to applications accepted by the appropriate field office and approval (or disapproval) will be accomplished by that field office in coordination with regional offices. Record is kept on an individual case basis.
- k. Required Design Change Data is submitted in response to a request by the Administrator to submit design changes to correct an unsafe condition found in a product.
- l. Service Difficulty Reports (SDR) which were previously known as Mechanical Reliability Reports, MRR 121, are prepared by the air carrier operator and submitted to appropriate field office and then to the Maintenance Analysis Center (MAC). Data is available through AFO-500.
- m. Special Flight Permits and Authorizations pertain to approvals issued by the FAA District Offices. Record is kept on an individual case basis.
- n. Stolen Aircraft Alert is an alert message requested by law enforcement authorities to report the location or movements of an aircraft which has been reported as stolen.
- o. Supplemental Type Certificate Data is submitted to show that a product altered by the introduction of a major change in type design meets the applicable airworthiness requirements.
- p. Technical Standard Order (TSO) Data is submitted in support of an application for TSO authorization to identify on the article that it meets the applicable performance and quality control standards specified in the TSO.
- q. Type Certificate Data is the type design, test reports, and analytical data necessary to show that the product to be certificated meets the applicable airworthiness and noise requirements in the FARs, and any special conditions issued by the Administrator. The data includes the Airplane Flight Manual, the Maintenance Manual, and information to prepare the Type Certificate Data Sheet.

2. Key Information. The following definitions are intended to avoid misunderstandings and misinterpretations.
- a. Airworthiness Directive (AD) is a rule requiring mandatory action to correct an unsafe condition and to specify the conditions and limitations for continued safe operations of the design in question.
  - b. Delegation Option Authorization (DOA) procedures provide for type, production, and airworthiness certification of specified aircraft, engines, and propellers by manufacturers.
  - c. Inspection includes the examination of the physical aircraft, records or facilities by the appropriate field office.
  - d. National Safety Data Branch is located in the Flight Standards National Field Office, AFO-500, Oklahoma City, Oklahoma.
  - e. Product. An aircraft, aircraft engine, or propeller. In addition, for export airworthiness approvals, a product is a major component of an aircraft, aircraft engine, or propeller, or is a part, material, or appliance approved under the TSO system.
  - f. Special Conditions. Rules of particular applicability issued to the applicant for a type certificate of a product that incorporates a novel or unusual design feature for which the applicable airworthiness regulations do not contain adequate or appropriate safety standards.
  - g. Special Flight Authorization for operations of a prescribed purpose (FAR Part 91.28) in the U.S. of a foreign registered civil aircraft which does not have a currently effective airworthiness certificate issued by the country of registry.
  - h. Special Flight Permit for operation of a prescribed purpose (FAR Part 21.197) in the U.S. of a U.S. registered aircraft which does not meet the applicable airworthiness requirements.
  - i. Supplemental Type Certificate (STC). Certificates issued to any person for major design changes to type certificated products when the change is not so extensive as to require application for a new type certificate. The TC holder may apply for approval by means of either an amendment to his TC or an STC.
  - j. Surveillance includes the observation of the air carrier in accomplishing their job functions by the appropriate field office.

- k. Technical Standard Order (TSO) prescribes standards for the approval of specified articles (materials, parts, and appliances) for the purpose of meeting regulations that require the article to be approved. TSO approval is one means of obtaining approval of an article, but such approval does not apply to requirement for installation of the article in a type certificated product.
  - l. Type Certificate Data Sheet is the part of the type certificate setting forth the limitations prescribed by the applicable airworthiness regulations and any other limitations and information found necessary for type certification of a product.
  - m. Type Design is the drawings and specifications necessary to show the configuration of the product, the design features covered in the applicable requirements, the information or dimensions, materials, and processes necessary to define the structural strength of the product, and any other data necessary to show by comparison, the determination of the airworthiness and noise characteristics of later products of the same type.
3. Source of Information. AFO and AWS are the major information sources for available data covered by Category D in the source guide. Questions concerning this information should be directed to the sub-categories OPI's. Exceptions would be the sub-categories listing AAA, ACS, AEM, and AIA as the OPI.
4. Approval and Clearance Procedures.
- a. Data submitted to the FAA in support of an application for an approval may be released to persons outside the FAA in accordance with the provisions of the Privacy and the Freedom of Information Act. Information published by the FAA (such as Type Certificate (TC) and Supplemental Type Certificate (STC) holders, Airworthiness Directives (ADs), Technical Standard Orders (TSOs), Parts Manufacturer Approvals (PMAs), special conditions, Delegation Option Authorizations (DOAs), and designated representatives, is available from any regional office upon request.
  - b. Service Difficulty Program data is releasable to the general public through AFO-500, Flight Standards National Field Office.
  - c. General surveillance data is merely a record of observed occurrences made to document completion of district office work programs. Information of this type is generally of a nonspecific nature, and is maintained on file in each district office.
  - d. The following sub-categories of operation data are not normally released to the public: records of air carrier certification, air carrier inspection, air carrier surveillance special flight permits and authorizations, mechanical interruption summaries, and reliability data. Guidelines for information that can be released to the public are in 5 U.S.C., 552(b) and Order 1200.23.



1/27/82

1800.41B  
Appendix 5

APPENDIX 5

GUIDELINES FOR RELEASING  
AIRMAN (NON-MEDICAL) INFORMATION

OPI: AFO

MAJOR INFORMATION CATEGORY E: AIRMAN (NON-MEDICAL) OPI: AFO  
(Includes: certification, accident involvement, violations, written and  
practical examination results)

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AIRMAN (NON-MEDICAL) SUB-CATEGORIES

OPI

Accident Involvement .....	ASF-100
Certificated Airman Information .....	AAC-1
Certificated Airman Records .....	AAC-1
Certification of Pilots and Instructors.....	AFO-200/800
Certification of Flight Crew Members Other Than Pilots .....	AFO-200
Certification of Airman Other Than Flight Crew Members .....	AFO-200
Designated Airman Examiners, Location and Activity .....	AFO-200/800
Examination Results .....	AAC-1
Federal Aviation Regulations (FAR) Enforcement .....	AGC-1
Federal Aviation Regulations (FAR) Interpretation .....	AGC-1/AVS-20
Statistical Data .....	AMS-200
Violations Information .....	AGC-1
Waivers/Exemptions from Federal Aviation Regulations (FAR)	
Parts 61, 63, 65 .....	AFO-200/800

APPENDIX 5: AIRMAN (NON-MEDICAL) INFORMATION.

1. Description of Information. Information in this category deals with the operations and performance of certificated airmen, including certification accident involvement, violations, and written and practical examination results. This major information category covers activity data collected from appropriate Flight Standards field offices.
2. Key Information. In certification, information requested of the applicant includes name, address, physical description, and the applicant's relevant experience which qualifies the applicant for the rating being applied. Airmen records are located at the FAA Aeronautical Center (AAC-200), Oklahoma City, Oklahoma.
3. Source of Information. Information resulting from the airman certification process is obtained from the individual's certificate application. Surveillance data on airmen and operations is obtained by the district inspector during the course of work program. In general, AFO is the source for the data, and AAC and AGC are the source for certain sub-categories.
4. Approval and Clearance Procedures.
  - a. Information showing name, address, certificate number, type of certificate(s) and rating(s) is releasable provided all provisions of the Privacy Act are accommodated. All other information, e.g., test scores concerning airmen is kept on an individual basis and is not releasable to the public.
  - b. Listings of various categories of certification holders are published regularly by AAC-200; other types of certificates (e.g., designated airman examiners) are held in the district office which issues the certificate. Data in this category does not require a formal approval clearance procedure because of the nature of the information.
  - c. Questions concerning all information sub-categories should be directed to the designated OPI.



1/27/82

1800.41B  
Appendix 6

APPENDIX 6

GUIDELINES FOR RELEASING  
AIRMAN (MEDICAL) INFORMATION

OPI: AAM

MAJOR INFORMATION CATEGORY E: AIRMAN (MEDICAL) OPI: AAM  
(Includes: Medical Certification, Special Issuances ("Waivers"))

<u>AIRMAN (MEDICAL) SUB-CATEGORIES</u>	<u>OPI</u>
Airman Certification (Medical Examinations).....	AAM-1
Aviation Medical Publications .....	AAM-1
Designated Aviation Medical Examiners (AME's), Location, and Activities .....	AAM-1
Special Issuances ("waivers")/Exemptions from Federal Aviation Regulations (FAR) Part 67 .....	AAM-1

APPENDIX 6: AIRMAN MEDICAL INFORMATION.

1. Description of Information. The information in this category identifies airman medical certification activity under Part 67 of the Federal Aviation Regulations as conducted by the Aeromedical Certification Branch, AAC-130, and includes actions referred to the Federal Air Surgeon under Part 67 and for exemption consideration in accordance with Part 11. It also provides data related to the general airman population and the Aviation Medical Examiner System.
2. Key Information.
  - a. The Aeromedical Certification Statistical Handbook provides key information for this category. It includes receipts of medical certificate applications by class, screening, correspondence, and certification activity by the Aeromedical Certification Branch; distribution of cases for review; cases appealed to the Federal Air Surgeon under Part 67 and for exemption under Part 11; and Federal Air Surgeon decisions by class application and medical condition.
  - b. It also includes regional distribution of active airmen by class of certificates and effective status; states of residence of active airmen by sex and class of certificate issued; age distribution of medically certified airmen by class (including age distribution of airline pilots and air traffic controllers); height and weight distribution of active airmen; airmen by occupation, class and sex; employers of active airmen by class certificate issued; frequency of restriction among active airmen by class and sex; active airmen with special issuances; Aviation Medical Examiners by regions, type practice and attendance at agency-sponsored aviation medical seminars.
3. Source of Information. The Office of Aviation Medicine shall be the primary source for information on all unpublished data and shall provide assistance on interpretation matters.
4. Approval and Clearance Procedures.
  - a. Release of unpublished information shall be accomplished only after review and concurrence by the Federal Air Surgeon.
  - b. Requests for unpublished information shall be forwarded to the Chief, Aeromedical Standards Division, AAM-200.
  - c. Interpretation of previously released information shall be provided by the Federal Air Surgeon, AAM-1.



1/27/82

1800.41B  
Appendix 7

APPENDIX 7

GUIDELINES FOR RELEASING

AIRPORT INFORMATION

OPI: ARP

MAJOR INFORMATION CATEGORY F: AIRPORTS OPI: ARP  
(Includes inventory, planning, operations, programming)

AIRPORT SUB-CATEGORIES

OPI

Accessibility for the Disabled .....	AAS-300
Activity Data .....	AAS-300
ADAP/FAAP/PGP Grant Accounting Records .....	AAA-400
ADAP/FAAP/PGP Grant Audit Reports.....	AAA-600
Aircraft Type or Use.....	AAS-100
Airport System Development Needs.....	APP-400
Airport Development Aid Program (ADAP).....	APP-500
Airport Development Aid Program Eligibility Criteria.....	APP-500
Airport Development/Planning Program Action.....	APP-500
Airport Master Records/Data.....	AAS-300
Airport Noise.....	APP-600
Airport Security Federal Aviation Regulation (FAR) Part 107 Enforcement.....	ACS-1
Airport System Development Needs.....	APP-400
Bird Strikes.....	AAS-300
Certification/Certificates/Exemptions.....	AAS-300
Certification Violations/Enforcement.....	AAS-300
Citizen Participation/Community Involvement.....	APP-600
Compliance Enforcement Activities.....	AAS-300
Construction Standards.....	AAS-200
Crash, Fire & Rescue Operational Standards.....	AAS-100
Design Criteria.....	AAS-100/200
Dulles International Airport (include access road).....	AMA-1
EEO of Federally Assisted ADAP Construction Contractors.....	ACR-1
Eligibility, Grant-in-Aid Programs.....	APP-500
Emergency Operations Planning.....	AAS-300
Engineering Standards.....	AAS-100/200
Environmental Enhancement.....	APP-600
Environmental Impact Statements.....	AAP-600
Federal Aid to Airports Program.....	APP-500
Federal Aviation Regulations (FAR) Parts 139, 155.....	AAS-300
Forecasts.....	APP-400
Grant-in-Aid Program.....	APP-500
Heliport Development.....	AAS-100/APP-400
Inspection (Certification, Compliance Facility Data).....	AAS-300
International Airports Technical Criteria and Standards Coordination.....	APP-500
Joint-Use Airports (Military/Civilian).....	APP-400/AAS-300
Landing Facilities Data.....	AAS-300
Landing Agreements (Joint-Use).....	AAS-300
Land Use, Compatibility Planning.....	APP-600

AIRPORT SUB-CATEGORIES (continued)OPI

Land Use, Airport Planning.....	APP-400
Lighting and Marking Standards.....	AAS-200
Lighting and Marking Obstruction Standards.....	AAS-100/200
Locations/Addresses.....	AAS-300
Maintenance Standards.....	AAS-200
Master Planning.....	APP-400
Metropolitan Washington Airports.....	AMA-1
Metropolitan Washington Airports Accounting Records.....	AAA-200
Metropolitan Washington Airports Concessionaire Audits.....	AAA-600
National Airports System Plan.....	APP-400
Noise Exposure Maps.....	AEE-1
Noise Compatibility Programs.....	AEE-1
Nondiscrimination of Minority Contractors, Concessionaires..	ACR-1
Nondiscrimination in Federally Assisted Programs.....	ACR-1
Pavement Design Standards.....	AAS-200
Planning Grant Program.....	APP-500
Airport Planning Grant Program Eligibility Criteria.....	APP-500
Planning Projects.....	APP-500
Real Property Appraisal and Acquisition.....	APP-600
Relocation Assistance.....	APP-600
Safety (Ground, Equipment and Facilities, Operations).....	AAS-300/100
Seadrome/Seaplane Base Data.....	AAS-300
Surplus Property, Real and Personal, Transfers.....	APP-500
Surplus Property, Real and Personal, Compliance and Release..	AAS-300
Washington National Airport.....	AMA-1
Waivers/Exemptions FAA Airport Design/ Construction Standards.....	AAS-100/200
Waivers/Exceptions to Federal Aviation Regulations (FAR) Parts 151, 152, 153, 154.....	APP-1
Waivers/Exceptions to Federal Aviation Regulations (FAR) Part 159 .....	AMA-1

APPENDIX 7 AIRPORT INFORMATION.

1. Description of Information. The Airports data covered in this major information category includes data collected from airport owners/managers, airport sponsors, FAA Airports Program Regional counterparts, as well as data developed as standards and/or advisory guidance for the development and maintenance of airports. The following paragraphs will serve as guidelines for the data elements covered by the Airports major information category:

- a. Airports Planning.

- (1) Environmental Impact Statements and Assessment Reports are prepared to support airport development projects. Report data includes: description of the proposed project, data on the environmental impacts associated therewith, measures to be taken to avoid or minimize adverse effects, and consideration of alternatives. Includes compatible land use, community involvement, and airport noise.
- (2) Planning Grant Program data is maintained on the status of each grant, the amount of Federal funds, and the type of grant (system/master). Quarterly summaries by fiscal year by FAA regions are available. (Program was not funded in FY 1981.)
- (3) The National Airport System Plan contains planning data and development costs for air carrier, reliever, joint-use, and general aviation airports that are elements of the national transportation system. For National Airport System Plan (NASP) purposes only, joint-use airports are those owned by the Federal Government, usually military, which also allow full or limited civilian use. Data is prepared, by airport, for 0-5 and 6-10 year planning periods and includes summary tables of development costs, airport roles, service level, and other information.

- b. Airports Engineering and Construction. Standards and guidance are developed to cover the areas of airport design and construction, heliport development, lighting and marking, airport maintenance, airport pavement design, lighting and marking and obstruction study/removal standards. Additionally, data is developed on the U.S. positions for International Airports Technical Criteria and Standards. Information included in the respective areas provides:

- (1) Design Standards. Recommendations on airport siting, runway, and taxiway length, width, clearances, terminal apron design, and airport surface gradients.
  - (2) Heliport Development. Recommendations for design and construction.
  - (3) Lighting Marking. Guidance on airport lighting systems, construction and maintenance and standards for acceptable lighting equipment and installation, as well as approved airport markings.
  - (4) Lighting and Marking Obstruction Removal/Maintenance Standards. Guidance on the removal, lowering, relocation, marking, or lighting or otherwise mitigating existing airport hazards.
  - (5) Pavement Design. Guidance related to the structural integrity of an airport runway, taxiway, or apron pavement. The standards cover both design and evaluation of airfield pavement.
- c. Airport Security includes the development and implementation of an airport security program and data compiled concerning matters pertaining to security of the airport, such as, security procedures, violations of FAR Part 107, and law enforcement actions taken at airports.
- d. Development Program. The Airport Development Aid Program provided funds through FY 1980 for airport development to meet the needs of civil aeronautics in conformance with the National Airport System Plan. For each airport development and planning grant project, records have been maintained, including requests for aid, allocation of funds, all program actions, grant agreements, and grant amendments. There are still some active projects under the ADAP's predecessor program, Federal Aid Airport Program, for which similar records are maintained. In addition to records related to ADAP and FAAP, guidance in the areas of compliance, relocation assistance and real property acquisition are developed and maintained. Information included in the respective areas provides:
- (1) Compliance. A list of public airports affected by agreements with the Federal Government.
  - (2) Surplus Property. Deeds for surplus real property and procedures for disposition of surplus Federal property.
  - (3) Real Property Appraisal and Acquisition. Guidance on real property acquisition practices to encourage and expedite acquisition of real property by appraising to estimate the market value, review of such appraisals, and negotiating to purchase the land. This is to assure consistent treatment of owners involved in ADAP project real estate purchases.

1/27/82

- (4) Relocation Assistance. Guidance to airport owners involved with airport development projects under ADAP as affected by Public Law 91-646, which provides for uniform and equitable treatment of persons displaced from their homes, businesses or firms by Federal or Federally-assisted programs
- e. Airport Certification and Safety Operations. Certification standards and advisory guidance are developed in AAS-300 as they relate to all aspects of FAR Part 139. Data is retained on reports of violations of FAR 139, air carriers certificated by CAB, commuter airports, information regarding NOTAMS affecting certificated airports, status of airport certification inspections, certificated military airports, regional certification activity including new certificates issued or changes in type certificates issued, emergency plan exercises conducted by airports, and special training applicable to certification.
  - (1) AAS develops guidelines that cover requirements for airport safety features such as crash/fire/rescue equipment, and installation of arresting systems at joint civil/military airports, facilities, and grounds. Advisory guidance is developed on sanitary landfills on or near airports, and the bird strike program; i.e., controlling birds to prevent bird/aircraft collisions.
  - (2) AAS collects airport data and provides for its integration within the agency's National Flight Data System operated by AAT. The Airport Master Record (FAA Form 5010-1) includes airport data on physical characteristics of airports, heliports, seaplane bases and STOLports; e.g., runway length, geographical location, use, ownership, lighting and runway obstruction information. Data is obtained by actual on-site physical inspections by the FAA Airports program field office or by a mail-in information request by the airport owner/manager.

## 2. Key Information.

### a. Environmental Information.

- (1) Environmental Assessment. This report, usually prepared by the sponsor of an action, includes sufficient analysis of environmental impacts of a proposed airport development action to assist FAA in determining whether to prepare an environmental impact statement or a Finding of No Significant Impact. Guidance is contained in FAA Order 5050.4, Airport Environmental Handbook.
- (2) Draft Environmental Impact Statement. This is the document that represents FAA's evaluation of the environmental impact of a proposed airport development action when coordination pursuant to Section 102 (2) (c) of P.L. 91-190 is initiated. The agency makes its own evaluation and assumes responsibility for the draft environmental impact statement. It is simultaneously distributed by FAA to the Environmental Protection Agency (EPA), other appropriate Federal agencies, state and local agencies, and made available to the public.
- (3) Final Environmental Impact Statement. This is the document that represents FAA's final evaluation of the environmental impact of a proposed major Federal action. The final environmental impact statement usually includes the draft environmental impact statement, amended as necessary, comments thereon, responses thereto, and a summary including evidence to support required assurances, mitigation measures, and identification of the environmentally preferred, as well as FAA's preferred alternative. Detailed material may be included in the appendix or referenced. At least 30 days after the statement is approved and filed with EPA, the action may take place after completion of a record of decision which includes appropriate assurances and findings.
- (4) Finding of No Significant Impact. This is a determination by the responsible official that a particular action is not one significantly affecting the quality of the human environment and that coordination and review pursuant to Section 102 (2) (c) of P.L. 91-190 is not required.
- (5) Citizen Participation/Community Involvement. Guidance is contained in Advisory Circular 150/5050-4, Citizen Participation In Airport Planning. Included in airport planning and in assessment of environmental impacts. Summaries of citizen involvement activities are included in appendixes of environmental assessments.

- (6) Land Use/Compatibility Planning. Guidance is contained in Advisory Circular 150/5050-6, Airport-Land Use Compatibility Planning. Included in airport planning and in assessment/mitigation of airport environmental impacts. Required information in an environmental assessment.
  - (7) Airport Noise. An airport noise analysis is required under certain conditions in an environmental assessment. Criteria are contained in Order 5050.4, Airport Environmental Handbook, paragraph 47.3(1) 47e(1). Requirements for those airports which volunteer to participate in airport noise control and land use compatibility (ANCLUC) planning are contained in FAR Part 150, Airport Noise Compatibility Planning.
  - (8) Noise Exposure Maps. A scaled, geographic, and topographic depiction of an airport, its noise contours, and surrounding areas developed in accordance with FAR, Part A150.101.
  - (9) Noise Compatibility Program. A program including measures proposed or taken by an airport operator to reduce existing non-compatible land uses and to prevent the introduction of additional noncompatible land uses within the area surrounding an airport, developed in accordance with FAR, Part 150, Appendix B.
- b. National Airport System Plan (NASP). This publication and its supporting data base contain planning, development, and cost data for the approximately 3,600 airports which comprise the Nation's basic airport system. Data include current and projected airport roles; current and projected based aircraft and airport activity; and development costs.
- c. Standards
- (1) Construction Standards. Standards for Specifying Construction of Airports are contained in Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports. These specifications include general provisions such as grading, drainage and paving construction details, lighting, fencing and turfing installation requirements, for Federal participation in development costs.
  - (2) Annex 14 to the Convention on International Civil Aviation. This is comprised of Standards and Recommended Practices (SARPS), appendixes, provisions governing applicability, definitions and material published in association with SARPS. The information, unless a difference has been filed by the U.S., constitutes a treaty obligation by the U.S.
  - (3) Air Navigation Plans. This information sets forth the facilities, services, and procedures required for airports listed by ICAO to serve international air commerce. Such air

navigation plans contain recommendations which the United States can follow in programming, with the assurance that facilities and services furnished in accordance with the plan will form, with those of other countries, an integrated system adequate for the foreseeable future.

d. Grant.

- (1) Grant-in-Aid-Program. The term "grant-in-aid program" from an airports point of view encompasses grants for airport planning and development. Airport planning has been conducted under the Planning Grant Program (PGP) while development has been accomplished under the Airport Development Aid Program. At times potential sponsors of airport development projects also seek Supplemental Grants from economic development agencies to assist in offsetting project costs.
- (2) Airport Development Aid Program (ADAP). The purpose of the Airport Development Aid Program was to bring about, in conformity with the National Airport System Plan (NASP), the establishment of a nationwide system of public airports adequate to meet the present and future needs of civil aeronautics. To accomplish this purpose, the Secretary of Transportation was authorized, under the Airport and Airway Development Act of 1970, as amended, to make grants for airport development by grant agreement with sponsors through September 30, 1980.
- (3) Planning Grant Program (PGP). The objective of the Planning Grant Program was to promote the effective location and development of airports and the development of an adequate National Airport System Plan.
- (4) Airport Development and Planning Program Action. FAA Form 5100-15, Airport Development/Planning Program Action, is a source document for maintaining the programming and fiscal control records for the Airport Development Aid Program (ADAP) and the Planning Grant Program (PGP). The FAA Form 5100-15 also updates the agency's automatic data processing system and is used by the Office of the Secretary for developing and maintaining a management information system (System 170). It is not used to record programming actions under the Federal Aid Airport Program (FAAP). An FAA Form 5100-15 is prepared for (1) each request for aid and planning application, (2) each denial for withdrawal of an application, (3) each allocation of funds, and (4) for any program action through the financial completion of a project.

- (5) Federal Aid to Airports Program (FAAP). The Federal Aid to Airports Program was authorized by the Federal Airport Act of 1946 and was effective until superseded by the Airport Development Aid Program of 1970. Although projects are no longer being approved under FAAP, several are still administratively active.
- (6) FAAP Change. FAA Form 2124 is a source document for recording increases and decreases to fiscal control records for FAAP phaseout.
- (7) Waivers/Exceptions to Federal Aviation Regulations, FAR Parts 151-155. Interpretative matters related to waivers/exceptions will normally be handled through the appropriate Regional Counsel and the Office of the Chief Counsel in Washington.

e. Compliance and Land Use.

- (1) Compliance Enforcement Actions. Airport owners who have received Federal assistance through Airport Development Aid Program (ADAP) or property conveyances authorized by the Surplus Property Act, as amended, assume obligations and commitments related to the operations and maintenance of those airports. FAA Order 5190.6, Airports Compliance Requirements, provides procedures and practices to be followed in carrying out FAA's functions related to airport compliances.
- (2) Joint-Use. Joint-use airports are those military airports where by agreement, the owning Federal Military Department permits some degree of use by civil aviation. Such use is regular, tenant, scheduled or periodic as contrasted with one-time use by permit.
- (3) Landing Agreements (Joint-Use). The use of the landing areas of certain civil airports is subject to Landing Agreements between the public owner and a military department. A list of these airports is contained in agency Order 5000.5B, List of Joint-Use Airports (Part I). Not included in this definition is use by government aircraft as prescribed in the Airport and Airway Development Act of 1970, Section 18(A).
- (4) Land Acquisition and Relocation Assistance Under the Airport Development Aid Program. Public Law 91-646 provides for uniform and equitable treatment of persons displaced from their homes, businesses or firms by Federal or Federally-assisted programs, and establishes policies for implementing such programs. Guidance to airport owners involved with

airport development projects under the Airport Development Aid Program (ADAP) administered by the FAA is contained in Advisory Circular 150/5100-11, Land Acquisition and Relocation Assistance Under the Airport Development Aid Program, and in Order 5100.37, Land Acquisition and Relocation Assistance for Airport Development Projects.

- (5) Surplus Federal Property (Real and Personal). This subject is concerned with the disposition of surplus Federal property. Whenever a Federal agency determines that it no longer needs property under its control or jurisdiction, it declares it "excess" to its needs and reports it to the General Services Administration (GSA) or a disposal agency designated by GSA. If there is no need for the property by other Federal agencies, it may then be available for donation to public agencies. In this fashion, former military airfields and related personal property may be conveyed to qualified public agencies for civil airport use.

f. Airport Data.

- (1) Activity Data. The activity data as it relates to the Airport Master Record includes the annual estimated number of local and itinerant general aviation operations, estimated annual air taxi operations, estimated annual military operations, and the number of based general aviation aircraft (single-engine, multi-engine, helicopters, seaplanes).
- (2) Airport Data. This refers to approximately 120 separate elements of data contained on the Airport Master Record (FAA Form 5010-1). They describe the physical characteristics of each airport, heliport, seaplane base, and STOLport; and any statistics resulting from the compilation of this data.
- (3) Facility Records. This term refers to the Airport Master Record (FAA Form 5010-1) which contains information describing the physical characteristics of all landing facilities (airports, heliports, seaplane bases, and STOLports).
- (4) Inspections, (Certification, Compliance, Facility Data). The actual performance of an on-site airport inspection by a representative of the FAA Airports Program Field Office to obtain information for publication on the Airport Master Record.
- (5) Land Facilities Data. This refers to all of the 120 elements of data contained on the Airport Master Record. They describe the physical characteristics of each airport, heliport, seaplane base, and STOLport; and any statistics resulting from the compilation of this data.

- (6) Locations/Addresses. As shown on the Airport Master Record, this includes the geographical location of the landing facility (airport, heliport, seaplane base, and STOLport); i.e., latitude, longitude, and distance and direction from the airport to its associated city. It also provides the name and mailing address of the owner and/or the manager.
- (7) Seadrome/Seaplane Base Data. This includes all the elements of data contained on the Airport Master Record (FAA Form 5010-1) and used to describe the physical characteristics of seaplane bases and any statistics resulting from the compilation of this information.

g. Certification and Safety.

- (1) Certification and Certificates. FAR Part 139 provides for the issuance of operating certificates to land airports serving CAB certificated air carriers and establishes minimum safety standards to be observed at these airports. Two kinds of certificates are issued under the regulation:
  - (a) The Airport Operating Certificate may be issued to any air carrier airport, and is required at those serving air carriers conducting scheduled operations with large aircraft. Each airport operator holding this certificate prepares an Airport Operators Manual (AOM) which is approved by the FAA. The AOM describes the manner in which the airport will be operated to comply with the regulation. The regulation prohibits airport operations that are in violation of the manual.
  - (b) The Limited Airport Operating Certificate may be issued only to airports serving air carriers conducting only unscheduled operations or operations with Airport Operating Specifications (AOS) which they prepare and submit to the FAA for approval.
- (2) Certifications/Exemptions. When it is determined to be in the public's interest, airports in the Airport Certification Program may be exempted from the requirements of FAR Part 139. Exemptions are a matter of public record and are reviewed periodically. There are no permanent exemptions from certification standards.

- (3) Crash/Fire/Rescue Operational Standards. Crash/Fire/Rescue standards are administered by the Safety and Compliance Division through the Airport Certification Program. The standards are set forth in FAR Part 139 and are applicable to certificated airports serving CAB-certificated air carriers. They are considered minimum requirements for these airports and are related to vehicles, vehicle performance, vehicle cover, equipment, alerting systems, communications and training.
- (4) Emergency Operations Planning. Emergency Plans are a requirement under FAR Part 139 as it applies to operators holding Airport Operating Certificates. They are approved by FAA Airports Certification personnel in conjunction with the Airports' Operations Manual. The regulation requires that each plan provide emergency procedures relative to aircraft accidents and incidents, bomb incidents, structural fires, natural disasters, unlawful interference with aircraft operations, radiological accidents, nuclear attack, medical services and removal of disabled aircraft.
- (5) Inspections (Certification). Implementing orders of the Airport Certification Program require that each certificated airport be inspected at least once a year. In the inspections, airport operators are evaluated for compliance with the standards of FAR Part 139, as set forth in the Operations Manual or operating specifications.
- (6) Bird Strikes. A tabulation of where bird strikes occur is prepared annually and is distributed to the International Civil Aviation Organization (ICAO) and other requesting organizations.
- (7) Airport Accessibility for the Disabled. This term "accessibility" has two distinct meanings. Both are requirements of 49 CFR Part 27, Nondiscrimination on the Basis of Handicap in Federally-Assisted programs and Activities Receiving or Benefiting from Federal Financial Assistance. The first requires recipients of Federal aid to practice nondiscrimination in their employment; the second requires recipients to make their facilities physically accessible to the disabled. Periodic reports of progress are required under the enforcement provisions.
- (8) Airport Operations and Safety Program. Safety programs of a non-regulatory basis are developed by AAS-300 to foster and encourage safe practices, facilities, and airports not covered by the airport certification program. The interests and inquiries of airport managers are satisfied by this national clearinghouse for airport safety experience. Motivational products include educational and promotional information and materials.

3. Source of Information.

- a. Environmental Information. Basic information is developed by airport sponsors, often with the assistance of consultants, and by FAA. The evaluation and approval of environmental impact statements and Findings of No Significant Impact is the function of a responsible official in the FAA, either in Washington or the appropriate region depending on the nature of the project and the extent of environmental impacts.
- b. NASP. The Airports Planning Division is the source of all National Airport System Plan statistical information and interpretation.
- c. Standards. The Design and Operations Criteria Division and the Engineering and Specifications Division develop pavement design standards, airport and heliport construction, and maintenance standards. They also develop airport design standards, other than for pavements, as well as obstruction standards. It is responsible for evaluating and interpreting information relating to international airport matters and coordinating and developing positions on R&D and other technical matters. The Engineering and Specifications Division is also responsible for appropriate lighting and marking standards.
- d. Grant. The Office of Airport Planning and Programming is the principal source of all project data developed for the ADAP, FAAP, and the PGP. Specific details about waivers/exceptions (exemptions) to the Federal Aviation Regulations (FARs) are contained in FAR Part 11. Interpretative matters related to waivers/exceptions will normally be handled through the appropriate Regional Counsel and the Office of Chief Counsel in Washington.
- e. Compliance. Basic information regarding the above program is developed by APP and AAS through appropriate directives, advisory circulars, etc. This information is made available for use as appropriate.
- f. Airport Data. The information on the Airport Master Record (FAA Form 5010-1) is obtained by actual on-site physical inspection by a representative of the FAA Airports Program field office of the landing facility or by the completion of a mail-in Information Request by the airport owner/manager.
- g. Certification and Safety. The airport sponsors provide the FAA with the methods and procedures they use to meet the certification requirements in their Airport Operations Manual, or Airport Operations Specifications. The FAA field inspectors evaluate and

approve the manuals or specifications in addition to periodically inspecting the airports to assure compliance with the regulation. Program information is provided to the Washington office AAS-300 from the regional certification specialists. Bird Strike Reports are prepared and sent to the FAA by pilots or other persons having firsthand knowledge of the strike.

- h. Airport Security. Airport security programs are developed and implemented by the airports concerned with the assistance of the supporting FAA Civil Aviation Security Field Offices. Initial reports concerning violations of FARs are received from various sources such as airline employees, law enforcement officers, and members of the general public. Reports of investigations are then prepared by FAA Civil Aviation Security Inspectors.
- i. Airport Operations and Safety Information. Airport safety data is subject to misinterpretation and can be misleading if imprecisely used. The airport operations and safety program addresses needs of non-certificated airports nationwide by providing guidance based on accident experience, hazard countermeasures, and safety practices. The airport safety data program serves as the Nation's central repository for information on developments completed at airports as a result of Federal participation and non-Federal enterprise.

#### 4. Approval and Clearance Procedures.

- a. Environmental Information. Procedures for processing and approval are explained in detail in FAA Order 5050.4, Airport Environmental Handbook, and are explained to the sponsor and other interested parties when requested. The environmental assessment and the subsequent draft and final impact statements and Findings of No Significant Impact are made available to the public for information and/or comment at appropriate points in the coordination process. Information regarding the availability of these documents may be obtained from the appropriate regional Airports Division, Airports District Office, or the Office of Airport Planning and Programming, Community and Environmental Needs Division.
- b. Standards. Approval/clearance or change of standards is accomplished in accordance with Order 5300.1C, Approval Level for Modification of Agency Airport Design and Construction Standards. Questions regarding the currency and interpretation of the guidance for construction, marking, and lighting standards should be directed to the Engineering and Specifications Division. No formal approval or clearance for

release is required. Questions regarding the currency and implementation of the guidance for airports design and of the contents of the ICAO documents, as they relate to airports should be obtained from the Design and Operations Criteria Division.

- c. Grants. In general, all ADAP, FAAP, and PGP records are available for viewing upon prior request of Airports District Offices, Regional Airports Division, or the Office of Airport Planning and Programming in Washington. No formal approval/clearance procedures are required. Approval to release any data related to waivers/exceptions to FAR Parts 151-155 would be based on the same channeling levels and approval levels as described in FAR Part II.

1/27/82

1800.41B  
Appendix 8

APPENDIX 8

GUIDELINES FOR RELEASING

AIRSPACE INFORMATION

OPI: AAT

MAJOR INFORMATION CATEGORY G: AIRSPACE

OPI: AAT

(Includes: holding patterns, approach procedures, air traffic control procedures, air traffic control separation standards, reservations, obstructions, weather)

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AIRSPACE SUB-CATEGORIES

Aeronautical Charts.....	AAT-1
Standard Instrument Approach Procedures (SIAP) Plates.....	AAT-1
Standard Instrument Departures (SID).....	AAT-1
Standard Terminal Arrivals (STARS).....	AAT-1
ARTCC Boundaries .....	AAT-1
Jet Routes.....	AAT-1
Low Altitudes Airways.....	AAT-1
Holding Patterns.....	AAT-1
Air Traffic System Errors.....	AAT-1
NFDC Data Base.....	AAT-1
National Flight Data Digest.....	AAT-1
Airports - New and Abandoned.....	AAS-300
Airports - Latitude and Longitude.....	AAS-300
Airports - Runways.....	AAS-300
Record of Obstructions to Air Navigation.....	AFO-1
Bearing/Distance Information.....	AAT-1
Special Use Airspace.....	AAT-1
FSS Locations.....	AAT-1
Hazards to Air Navigation.....	AFO-1
Records of Holding Patterns .....	AAT-1
NAVAIDS/Communications.....	AAF-1
NAVAIDS - Latitude and Longitude.....	AAF-1
NOTAMS.....	AAT-1
VOR Check Points.....	AAF-1
Reporting Points.....	AAT-1
Satellite Communications.....	AAT-1
Procedures.....	AAT-1
Waivers/Exemptions from FARS.....	AAT-1/AFO-1
Air Traffic Flow Control Data.....	AAT-1
Airport Reservations.....	AAT-1
ATC Separation Standards.....	AAT-1
Special Use Airspace.....	AAT-1
Standard Instrument Approach Procedures (SIAP).....	AAT-1
VOR Check Points.....	AAT-1
Waivers/Exemptions from Federal Aviation Regulations (FAR)	
Parts 71, 73, 75, 77 .....	AAT-1

APPENDIX 8: AIRSPACE INFORMATION.1. Description of Information.

- a. Data covered in this information category includes most of the charts, handbooks, and operational data used in operating the National Airspace System.
- b. The following provides a brief description of the kinds of information covered by this guideline.
- c. FAA in conjunction with National Ocean Survey (NOS) maintains aeronautical charts that display a variety of information such as ARTCC boundaries, jet routes, low altitude airways, Standard Instrument Approach Plates, Standard Instrument Departures (SID), Standard Terminal Arrivals (STAR), and Holding Patterns. These charts are commonly used by active pilots and are available through government mail ordering.
- d. The National Flight Data Center (NFDC) maintains an extensive data base containing such information as:
  - (1) Airports - new and abandoned
  - (2) Airports - latitude and longitude
  - (3) Airport runways
  - (4) Records of Obstructions to Air Navigation
  - (5) Bearing and distance information
  - (6) Flight planning information
  - (7) FSS locations and records
  - (8) Records of Hazards to Air Navigation
  - (9) NAVAIDS/communications
  - (10) NAVAIDS - latitude and longitude
  - (11) NOTAMS
  - (12) VOR check points
  - (13) Reporting points
  - (14) Satellite communications
  - (15) Special use airspace
  - (16) Holding patterns
- e. The FAA also keeps extensive data on reporting system errors. This data base contains data concerning parameters of personnel involved in system errors as well as cause data, etc.
- f. Flow control data is used by the agency to predict aircraft delays and to generate aircraft ground holding plans to minimize airborne delays. This data is generated from Official Airline Guide (OAG) tapes and contains no unique data other than that found in the OAG. Proprietary rights by Reuben Donnelly restrict use of this data.

- g. Airport reservations for John F. Kennedy, Washington National, LaGuardia, and Chicago O'Hare are maintained in the Air Traffic Control Systems Command Center (ATCSCC). These records contain data concerning utilization of quota flights by hour by airport for air carriers, air taxis, and general aviation.
- 2. Key Information. Due to the broad nature of this information category, definitions and terms should be obtained from general agency glossaries or the new ATC Glossary being prepared for publication.
- 3. Source of Information. AAT is generally the source of the data covered in Category G. However, the OAG data is purchased from Reuben Donnelly and NOS produces most aeronautical charts.
- 4. Approval and Clearance Procedures. In general, no formal approval/clearance procedures are required for charts and NAS environmental data such as airports, NAVAID, and procedures data. This data, in fact, is used daily in the system and is disseminated to the public on a routine basis.
- 5. Exceptions. Proprietary rights by Reuben Donnelly for OAG data restrict use of this data to certain data groupings and summaries.

1/27/82

1800.41B  
Appendix 9

APPENDIX 9

GUIDELINES FOR RELEASING

AVIATION ACTIVITY INFORMATION

OPI: AMS

MAJOR INFORMATION CATEGORY H: AVIATION ACTIVITY

OPI: AMS

(Includes: all activity data collected from air traffic facilities, aircraft owners and operators, air agencies, and special studies of same)

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AVIATION ACTIVITY SUB-CATEGORIES

OPI

Air Traffic Activity Statistics .....	AMS-200
Air Route Traffic Control Towers .....	AMS-200
FAA Air Traffic Control Towers .....	AMS-200
Flight Service Stations .....	AMS-200
Terminal Area Air Traffic Relationship .....	AMS-200
Control Tower Daily Statistics .....	AP0-110
Historical Aviation Activity Data (1955 to present) .....	AP0-110
National .....	AP0-110
State .....	AP0-110
Airport (FAA Towered) .....	AP0-110
Enplaned Passengers Data .....	AMS-200
Certificated Route Air Carriers .....	AMS-200
Supplemental Air Carriers .....	AMS-200
Commuter Air Carriers.....	AMS-200
Air Taxi .....	AMS-200
Commercial Operators .....	AMS-200
Foreign Flag Carriers .....	AMS-200
Registered Civil Aircraft Statistics .....	AMS-200
Registered Aircraft Fleet .....	AMS-200
Active Aircraft Fleet .....	AMS-200
Air Carrier Fleet .....	AMS-200
General Aviation Fleet .....	AMS-200
Fleet Characteristics .....	AMS-200
Geography (of owners/aircraft) .....	AMS-200
Type of Aircraft .....	AMS-200
Manufacture and Model .....	AMS-200
Age .....	AMS-200
Aircraft Activity (CY) .....	AMS-200
Use of Aircraft .....	AMS-200
General Aviation Avionics Equipment Capability .....	AMS-200

APPENDIX 9: AVIATION ACTIVITY INFORMATION.

1. Description of Information. The activity data in this major information category covers activity data collected from FAA air traffic facilities, aircraft owners and air carrier operators. The following provides a brief description of the kinds of information covered by this guideline.
  - a. Air Traffic Activity Data is collected from FAA air route traffic control centers, towers, and flight service stations. Air route traffic control center data includes IFR departures, overs, and aircraft handled. FAA tower data includes aircraft operations, instrument operations, and instrument approaches for primary approach and non-approach control airports. Data for FAA flight service stations includes aircraft contacted, pilot briefs, radio contacts, airport advisories, and total flight services including Enroute Flight Advisories Service (EFAS).
  - b. Peak Day/Busy Hour Data for Terminal Area Relationships are collected each fiscal year. Terminal area data covers aircraft operations for the peak day and the busiest hour for all FAA towers in operation for a full year.
  - c. FAA Control Tower Daily Statistics are airport operations collected from airports with FAA towers (itinerant/local). Historical aviation activity data is maintained on a fiscal/calendar year basis for airport operations, itinerant and local, and instrument operations by FAA tower.
  - d. ARTCC Daily Statistics are enroute control center activity (departures/overs) for all ARTCC facilities. Historical data is maintained on a fiscal/calendar year basis for each center by air carrier, air taxi, general aviation and military.
  - e. Enplaned Passenger Data covers passenger enplanements for certificated route air carriers, supplemental air carriers, commuter air carriers, air taxi, and commercial operators, and foreign flag air carriers.
  - f. Registered Aircraft Statistics cover information such as the number of registered aircraft, including air carrier aircraft, general aviation aircraft, hours flown, and miles flown by both actual and primary use, and avionics equipment on general aviation aircraft.

- g. International Airport and Airplane Movement Data for selected U.S. international airports covers such information as airplane movements (operations)-domestic and international, passenger, freight, and mail handled-domestic and international.

2. Key Information.

The following definitions are not necessarily considered sensitive, but are frequently misunderstood, or are subject to misinterpretation by users outside the agency.

- a. IFR Aircraft Handled. The number of IFR departures multiplied by two, plus the number of IFR overs. This definition assumes that the number of departures is equal to the number of landings. Therefore, this cannot be interpreted as the physical count of aircraft advisories. It measures center activity.
- b. Total Flight Services. The sums of flight plans originated and pilot briefs, multiplied by two, plus the number of aircraft contacted. No credit is allowed for airport advisories. It measures Flight Service Station activity.
- c. Registered Aircraft. All aircraft registered with the FAA. This number does not represent all U.S. civil aircraft.
  - (1) Aircraft with registrations pending (e.g., sale/transfer of aircraft on the last day of the last of the calendar year), and the activity of these aircraft, are not reflected in FAA statistical publications.
  - (2) Some aircraft owners do not renew the aircraft registration yet the aircraft may still physically exist.
- d. Active Aircraft. All legally registered civil aircraft which were actually flown in the year (some registered aircraft are hanging in museums).
- e. Use Categories. Aircraft uses such as business, executive, air taxi, personal, rental, etc., into which the FAA tabulates aircraft and activity data--hours and miles flown. One aircraft and its activity data can be tabulated in more than one use category.
- f. Actual Use. Each aircraft and its activity data are counted in each category for which activity data are reported.

- g. Primary Use. Aircraft and all activity data are counted in the use category for which the greatest activity data are reported, regardless of the number of actual uses reported. As an example, if an aircraft owner reports 100 hours in use as air taxi and 50 hours in use as rental, the primary use of the aircraft is air taxi and 150 hours flown would be counted under air taxi hours flown.
- 3. Source of Information. AMS is the source for all data covered by Category H in the source guide except those information sub-categories which list APO as the sub-category OPI. APO is also the source for that information.
- 4. Approval and Clearance Procedures.
  - a. In general, all unpublished activity information will be cleared with AMS-200 (except that information under the purview of APO) before release. This applies regardless of the source of information. Any activity information gathered, that corresponds (covers the same time period) to already published activity information will be cleared with AMS-200 before release. This is necessary to insure that inaccurate, inconsistent (with official information) and/or potentially misleading information is not released. Telephone clearances are permissible if time or release is critical. The release of operational information (e.g., activity "counts" related to facility levels) is subject to the procedures contained in agency directives dealing with that operation.
  - b. Exceptions. There are no exceptions to the above.
  - c. In addition, statistics regarding avionics equipment capability are not being released for general consumption for CY 1974 and earlier.
  - d. Interpretation. Questions concerning agency uses of aviation activity information, other than simple definitions of data elements, should be directed to the information sub-category OPI.



1/27/82

1800.41B  
Appendix 10

APPENDIX 10

GUIDELINES FOR RELEASING  
AVIATION FORECAST INFORMATION

OPI: APO

1800.41B  
Appendix 10

MAJOR INFORMATION CATEGORY I: AVIATION FORECAST OPI: AP0  
(Includes: forecasts of activity at FAA air traffic facilities--towers, centers and flight service stations; U.S. certificated route air carrier scheduled passenger traffic, airborne hours, aircraft fleet, statute miles; general aviation aircraft and hours flown; fuel consumed; aircraft and engine production; and forecasts of activity at Washington National and Dulles International Airports)

<u>AVIATION FORECAST SUB-CATEGORIES</u>	<u>OPI</u>
Air Traffic Activity .....	AP0-110
Air Traffic Control Towers .....	AP0-110
Air Traffic Control Centers .....	AP0-110
Flight Service Stations .....	AP0-110
Revenue Passenger Enplanements (Domestic, International) .....	AP0-110
Revenue Passenger-Miles (Domestic, International).....	AP0-110
U.S. Air Carrier Aircraft Fleet .....	AP0-110
U.S. Air Carrier Airborne Hours .....	AP0-110
Active General Aviation Aircraft by Type and FAA Region .....	AP0-110
Active General Aviation Hours by Type .....	AP0-110
Fuel Consumed .....	AP0-110
Jet Fuel (Air Carrier and General Aviation) .....	AP0-110
Aviation Gasoline (Air Carrier and General Aviation) .....	AP0-110
Civil Aircraft Production .....	AP0-110
Air Carrier (total).....	AP0-110
General Aviation (by type) .....	AP0-110
Civil Aircraft Engine Production by type.....	AP0-110
Active Pilots by Type of Certificate .....	AP0-110
Active U.S. Military Aircraft .....	DOD
Active U.S. Military Flying Hours .....	DOD
Military Aircraft Operations at FAA Towers .....	AP0-110
Military Aircraft Contacted at FAA Flight Service Stations .....	AP0-110
Military IFR Aircraft Handled by FAA Centers .....	AP0-110
Military Instrument Operations at FAA Towers .....	AP0-110
Metropolitan Washington Airport Activity .....	AP0-110
National Airport Passengers, Operations Cargo .....	AP0-110
Dulles-Airport Passengers, Operations Cargo .....	AP0-110

APPENDIX 10: AVIATION FORECAST INFORMATION.1. Description of Information.

- a. Air Traffic Activity Forecasts cover FAA tower, air route traffic control centers, and flight service stations. FAA tower forecasts include aircraft operations and instrument operation separated among air carrier, air taxi, general aviation and military categories. Air route traffic control center forecasts include IFR departures, overs, aircraft handled, and forecasts by user category. Flight service station forecasts cover aircraft contacted, flight plans originated, pilot briefs, and total flight services.
- b. U.S. Air Carrier Forecasts include certificated route air carriers (domestic and international), supplemental air carriers, intrastate and commercial air carriers. The forecasts also cover revenue passenger enplanements and revenue passenger miles with the distribution between domestic and international. The air carrier fleet, airborne hours, and statute miles flown are shown by aircraft type--fixed wing aircraft (jet, turboprop, piston) and helicopters.
- c. General Aviation Forecasts cover the aircraft fleet and hours flown by type of aircraft--e.g., fixed wing piston aircraft (single-engine and multi-engine); fixed-wing turbine aircraft; rotorcraft; and miscellaneous aircraft (balloons, dirigibles and gliders). General aviation fuel consumption forecasts show the split between jet fuel and aviation gasoline. Aircraft production forecasts are shown by type--single-engine piston; twin and multi-engine piston; turboprop twin engine; turbojet twin and multi-engine; and rotary wing.
- d. Military Air Traffic Activity Forecasts cover FAA towers, air route traffic control centers, and flight service stations. FAA tower military operations are shown separately for local and itinerant activity. Forecasts of military workload at FAA centers show IFR departures, overs, and total IFR aircraft handled. Forecasts of military workload at FAA flight service stations and combined station/towers distinguish between aircraft contacted under IFR/DVFR and VFR flying conditions.

- e. Washington National and Dulles International Airport Forecasts include the three basic measures of airport activity--passengers, aircraft operations, and cargo. Within these groups, forecasts cover air carrier and general aviation passenger; air carriers, air taxi, general aviation and military aircraft operations; mail, freight and express.

2. Key Information.

- a. Airborne Hours. The time from when an aircraft leaves the ground until it touches the ground again.
- b. Aircraft Contacted. Aircraft with which the Flight Service Stations have established radio communications contact. Each enroute, landing or departing aircraft contacted by a Flight Service Station is counted once regardless of the number of contacts made with an individual aircraft during the same flight. A flight contacting five FSSs would be counted as five aircraft contacted.
- c. Aircraft Handled. See IFR Aircraft Handled.
- d. Aircraft Operations. The airborne movement of aircraft in controlled or noncontrolled airport terminal areas and about given enroute fixes or at other points where counts can be made. There are two types of operations: local and itinerant.
  - (1) Local operations are performed by aircraft which:
    - (a) Operate in the local traffic pattern or within sight of the airport.
    - (b) Are known to be departing for, or arriving from, flight in local practice areas within a 20-mile radius of the airport.
    - (c) Execute simulated instrument approaches or low passes at the airport.
  - (2) Itinerant operations are all aircraft operations other than local operations.
- e. Air Route Traffic Control Center. A facility established to provide air traffic control service to aircraft operating on an IFR flight plan within controlled air space and principally during the enroute phase of flight.

- f. Airport Traffic Control Facility. A facility in the U.S., its possessions and territories, and in foreign countries especially established by international agreement, that can provide air traffic control services to the aeronautical public.
- g. Airport Traffic Control Service. A service provided by an airport traffic control tower for aircraft operating on the movement area and in the vicinity of an airport.
- h. Airport Traffic Control Tower. A terminal facility which through the use of air/ground communications, visual signaling, and other devices, provides ATC services to airborne aircraft operating in the vicinity of an airport and to aircraft operating on the movement area.
- i. Air Route Traffic Control Center (ARTCC). A facility established to provide air traffic control service to aircraft operating on IFR flight plans within controlled airspace and principally during the en route phase of flight. When equipment capabilities and controller workload permit, certain advisory/assistance services may be provided to VFR aircraft.
- j. Air Traffic Control (ATC). A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.
- k. Defense Visual Flight Rules Conditions. Visual flight rules applicable to all aircraft which plan to penetrate or to fly within an air defense identification zone.
- l. Defense Visual Flight Rules (DVFR). Rules applicable to flights within an Air Defense Identification Zone conducted under the visual flight rules in Federal Aviation Regulation, Part 91.
- m. Flight Service Station (FSS). Air Traffic Service facilities which provide pilot briefings and enroute communications with VFR flights, assist lost IFR/VFR aircraft, assist aircraft having emergencies, relay ATC clearances, originate, classify, and disseminate Notices to Airmen, broadcast aviation weather and NAS information, receive and close flight plans, monitor radio NAVAIDS, notify search and rescue units of missing VFR aircraft, and operate the national weather teletypewriter system. In addition, at selected locations, FSSs take weather observations, issue airport advisories, administer airmen written examinations, and advise Customs and Immigration of transborder flights.
- n. Instrument Flight Rules (IFR). Rules governing the procedures for conducting instrument flight.
- o. IFR Aircraft Handled. The number of IFR departures multiplied by two plus the number of IFR overs. This definition assumes that the number of departures (acceptances, extensions, and originations of IFR flight plans) is equal to the number of landings (IFR flight plans closed).
- p. IFR Conditions. Weather conditions below the minimum for flight under Visual Flight Rules (FAR Part 1).

- q. IFR Departures. An IFR departure includes IFR flights that are:
  - (1) Originating in a Center's area
  - (2) Extended by the Center
  - (3) Accepted by the Center under SOLE EN ROUTE clearance procedures
- r. IFR Overs. An IFR flight that originates outside the ARTCC area and passes through the area without landing.
- s. Instrument Approach. An approach to an airport, with intent to land, by an aircraft flying in accordance with an IFR flight plan, when the visibility is less than 3 miles and/or when the ceiling is at or below the minimum initial altitude.
- t. Instrument Operation. An aircraft operation in accordance with IFR flight plan or an operation where IFR separation between aircraft is provided by a terminal control facility or air route traffic control center.
- u. Itinerant Operation. See Aircraft Operation.
- v. Local Operation. See Aircraft Operation.
- w. Military Operation. An operation by military aircraft. (See also Aircraft Operation.)
- x. Revenue Passenger Enplanements. The total number of revenue passengers boarding aircraft, including originating, stopover and transfer passengers in scheduled and nonscheduled services.
- y. Revenue Passenger Mile. One fare-paying passenger transported one mile. Revenue passenger miles are computed by multiplying the number of revenue passengers by the number of miles they are flown.
- z. Statute Mile. Total is 5,280 feet. All the air carrier forecasts are based on statute miles.
- aa. Tower. See Airport Traffic Control Tower.
- bb. Visual Flight Rules (VFR). Rules that govern the procedures for conducting flight under visual conditions. The term "VFR" is also used in the United States to indicate weather conditions that are equal to or greater than minimum VFR requirements. In addition, it is used by pilots and controllers to indicate type of flight plan.
- cc. VFR Conditions. Basic weather conditions prescribed for flight under VFR.
- dd. VFR Tower. An airport traffic control tower that does not provide approach control service.

3. Source of Information.

- a. The Aviation Forecast Sub-Category List (page 2) shows the Office of Primary Interest (OPI) for each of the forecast items. The Office of Aviation Policy and Plans (APO) is a staff organization which obtains its basic, working source information from the various operating services of FAA and from the Department of Defense.
- b. After careful and intensive research and analysis, the source information is developed into official FAA forecasts. The forecasts themselves are available for clarification and interpretation by the Forecasting Branch (APO-110).

4. Approval and Clearance Procedures.

- a. General. Very thorough approval and clearance procedures are required in developing the official FAA forecasts. Forecasts are developed with active participation and consultation of the FAA Regional Planning Offices; the Department of Defense; and Metropolitan Washington Airports. Then the forecasts are sent for review and approval to APO-100, APO-1, and finally to API-1.
- b. Exceptions. There are no exceptions.
- c. Interpretation. Questions concerning the forecasts should be directed to the Forecasting Branch (APO-110).



1/27/82

1800.41B  
Appendix 11

APPENDIX 11

GUIDELINES FOR RELEASING

FAA AIRCRAFT MANAGEMENT INFORMATION

OPI : AFO

1/27/82

MAJOR INFORMATION CATEGORY J: FAA FLEET AIRCRAFT MANAGEMENT  
(Includes: all information on FAA aircraft fleet)

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OPI: AFO

FAA FLEET AIRCRAFT MANAGEMENT SUB-CATEGORIES

Aircraft Fleet Inventory .....	AFO-700
Aircraft Management Cost Accounting Information .....	AFO-700
Aircraft Program Data .....	AFO-700
Flight Inspection .....	AFO-700
Airspace and Procedures .....	AFO-700
Aircraft Maintenance .....	AFO-700
Aircraft Utilization and Availability .....	AFO-700
Environmental Information .....	AFO-700
Energy Conservation Data .....	AFO-700

APPENDIX 11: FAA AIRCRAFT MANAGEMENT INFORMATION.1. Description of Information.

- a. The information in this category relates primarily to the operation, maintenance and management of the FAA aircraft fleet.

2. Key Information.

The key informational areas are as follows:

- a. Facilities Data. Types, locations, characteristics, operational history, and next scheduled inspection date of each facility requiring flight inspection.
  - b. Maintenance Data. Man-hours and costs involved in the routine and unscheduled maintenance of agency owned aircraft, aircraft reliability and engine performance statistics.
  - c. Rental Aircraft. User organization purpose of flight, category of aircraft, total cost and average cost per flight hour of rental aircraft used for aircraft program activities.
  - d. Crewmember Data. Histories of flight time of personnel authorized to participate in the FAA flight program, and class of medical certificate of each authorized individual.
  - e. Fuel and Oil Data. Source, quantity, and cost of aircraft fuel by aircraft type and organizational activity.
3. Source of Information. Input for this system is taken from Facility Data Sheets, maintenance manhours, reporting forms, rental aircraft contracts, Daily Flight Logs, fuel tickets, and other records.
  4. Approval and Clearance Procedures. With the exception of key information area 2(d) above (Crewmember Data), all other data may be released to the public. The information category OPI is AFO-710.



1/27/82

1800.41B  
Appendix 12

APPENDIX 12

GUIDELINES FOR RELEASING  
AIRWAY FACILITIES INFORMATION

OPI: AAF

1/27/82

MAJOR INFORMATION CATEGORY K: AIRWAY FACILITIES

OPI: AAF

(Includes: inventory, planning establishment, operations, maintenance, programming, performance, evaluation)

AIRWAY FACILITIES SUB-CATEGORIES

OPI

Air Traffic Control Facilities.....	AAT-1
Airway Planning Standards .....	AP0-1
Communications Security Inspection and Accounting Requirements	ACS-1
Configuration Management .....	AAF-700
Construction/Installation .....	AAF-500
Construction Standards .....	AAF-500
Equipment Availability .....	AAF-100
Equipment/Facility Performance .....	AAF-700
Facility Air Inspections .....	AFO-500
Facility Cost Estimates .....	AAF-100
Facility Establishment Cost Accounting .....	AAA-400
Facility Equipment in Use .....	AAF-100
Facility Ground Inspections .....	AAF-700
Facility Equipment/Modifications Configuration .....	AAF-700
Facility Inventory .....	AAF-100
Facility Location .....	AAF-100
Facility Maintenance Manpower Requirement.....	AAF-100
Facility Name.....	AAF-100
Facility Ownership/Maintenance Requirement .....	AAF-100
Facility Physical Security Inspection Statistical Data .....	ACS-1
Facility Power Type .....	AAF-100
Facility Restoration Level .....	AAF-100
Facility Maintenance Record .....	AAF-700
Facility Outage Record .....	AAF-700
Facility Surveillance Data on ILS, VOR/VORTAC/TACAN .....	AAF-400
F&E Program Physical Status Record .....	AAF-100
Flight Inspection Research .....	AFO-700
Frequency Management .....	AAF-700
Instrument Landing System (ILS) Statistical Computations .....	AAF-400
Line Performance-Facility Control, Location Identification, and Telephone Line Outage Record .....	AAF-700
Loss to FAA as a Result of Facility Vandalism, Arson or Bomb Damage - Statistics and Reports .....	ACS-1
Modification Program Status .....	AAF-700

AIRWAY FACILITIES SUB-CATEGORIES (Continued)OPI

Project Scheduling Accomplishment .....	AAF-100
Reimbursable Programs .....	AAF-100
Supply Support .....	ALG-200
Technical Security Countermeasures Inspection and Survey .....	ACS-1
Waivers/Exceptions to Federal Aviation Regulation (FAR)	
Part 171, Non-Federal Navigation Facilities .....	AAF-700

APPENDIX 12: FAA AIRWAY FACILITIES INFORMATION.

1. Description of Information. The facilities data covered by this major information category covers data collected from FAA sectors and field offices, centers, regional offices, and Washington headquarters. The following provides a brief description of the kinds of information covered by this guideline.
  - a. Facility Configuration Information is documented in Washington headquarters and includes data on hardware and software systems as well as the frequencies and power levels of radiated ATC signals. Records of facility modifications are a part of this data.
  - b. Cost Estimates for facility construction/installation of all types of FAA facilities are collected from the regions and combined with Washington cost data. These cost estimates are prepared annually for use in the fiscal budget submission.
  - c. Physical Status Records containing current and future project data for facilities establishment are maintained in each region and cover the physical progress of each FAA project from initial authorization to completion. Data includes schedules for start and completion dates for all major portions of establishment and improvement projects. Projects supported by reimbursable agreements with non-FAA organizations are part of this status reporting system.
  - d. Surveys Reflecting Actual and Statistical Computation of Facility Performance of Navigation Facilities are collected from the regions. These surveys are made on a periodic basis with the intent of certifying facility performance.
  - e. Facility Data are collected on various source documents from sectors and sector field offices and the data input supplemented by both regional and headquarters guidance and management. The data from the sectors contain statistics on both line and facility performance (outage reporting), facility names, inventory, location, ownership, power type, and maintenance records (logs). Additional data determinations by the regions/headquarters include maintenance manpower requirements, restoration levels, waivers/exceptions to FAR Part 171, and non-Federal navigational aids. Statistics on facility performance are compiled on a monthly basis to generate such performance parameters as reliability, availability, mean time to restore, and mean time between outages. Line performance figures are also generated monthly which allows assessment of the effectiveness of serving telephone companies. Maintenance records are maintained at all facilities in the form of a chronological log of the history of the facility. A monthly updated file is maintained at each facility reflecting changes in its status, e.g., commissioning dates, class, equipment changes, power type, location, restoration level, etc.

2. Key Information. The following definitions are offered to help prevent misinterpretation by users not familiar with the terms.

- a. Facility Configuration. Control of the quantity and mix of equipment and software deployed in the field.
- b. Frequency Management. Control of the frequency channels and power levels used by the FAA in order to minimize interference and other conflicts.
- c. Cost Estimates. Engineering estimate of the amount of manpower, materials, tests, training, and supervision required to establish a facility.
- d. Physical Status Record. A record showing project authorization number, brief project description, target dates for completion of a project, and code number of the list containing required materials.
- e. Equipment/Facility Performance. Parameters such as reliability and availability used to relate to the user how well the equipment or facility is performing.
- f. Facility Inventory. The number of facilities owned/maintained by FAA.
- g. Facility Location. The GSA mailing address, town and state, and control location.
- h. Facility Maintenance Manpower Requirements. The amount of manpower (man-years) devoted to sector workload in accordance with staffing criteria and standards.
- i. Facility Name. The name of the facility at which equipment, buildings, etc., are located.
- j. Facility Ownership/Maintenance Requirement. The actual ownership of the facility such as FAA, military, state, or private. FAA may maintain the non-FAA owned sites on a reimbursable basis.
- k. Facility Power Type. The type of prime power provided the facility and the type of backup power, if any.
- l. Facility Restoration Level. The priority of restoration of facilities determined by the criticality of the service provided.

- m. Facility Maintenance Record. A log or history of the operation of the facility.
  - n. Facility Outage Record. A source document on the number and hours of outages a facility experiences.
  - o. Line Performance. A record of performance used to generate mean time between outages of telephone company lines.
3. Source of Information. AAF is the source of all data concerned by Category K in the source guide except those information categories which list AAT, ASP, AFO, AAA, ACS, and ALG as the OPI.
4. Approval and Clearance Procedures. In general, no formal approval/clearance procedures are required where AAF is designated as the major information category OPI and the source. Any conflict in numerical or statistical information obtained from more than one source will be referred to the sub-category OPI for resolution.

1/27/82

1800.41B  
Appendix 13

APPENDIX 13

GUIDELINES FOR RELEASING  
MEDICAL RESEARCH INFORMATION

OPI: AAM

1/27/82

MAJOR INFORMATION CATEGORY L: MEDICAL RESEARCH  
(Includes: physical and financial information on all Medical  
Research)

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OPI: AAM

MEDICAL RESEARCH SUB-CATEGORIES

OPI

Research and Technology Resumes.....	AAM-1
Research Task Quarterly Reports.....	AAM-1
Quarterly Fiscal Reports.....	AAM-1
Office of Aviation Medicine Reports (Aeromedical Scientific Publications).....	AAM-1

APPENDIX 13: MEDICAL RESEARCH INFORMATION.

1. Description of Information. The information in this category identifies major aeromedical research activity conducted by the Office of Aviation Medicine. The major aeromedical research information categories include:
  - a. Aeromedical Factors in Systems and Operations
  - b. Aircrew and Passenger Protection
  - c. Personnel Performance
  - d. Aeromedical Factors in Flight Management
  - e. Public Acceptance of Aircraft Operations
2. Key Information. The key information is contained in the Office of Aviation Medicine Reports which are prepared following the collection of medical research data.
3. Source of Information. The primary sources of information are derived through Civil Aeromedical Institute research and Washington Headquarters studies, including contractual studies. The studies are governed by Order 9950.3A, Medical Research Program Guides.
4. Approval and Clearance Procedures. The approval procedures for the preparation and dissemination of the Office of Aviation Medicine (OAM) reports are contained in Order 1710.6A, Clearance and Publishing Procedures for Aeromedical Manuscripts and Speaking Papers.



1/27/82

1800.41B  
Appendix 14

APPENDIX 14

GUIDELINES FOR RELEASING

PAYROLL AND LEAVE INFORMATION

OPI: AAA

1/27/82

MAJOR INFORMATION CATEGORY M: PAYROLL AND LEAVE

OPI: AAA

(Includes: all data on employees needed to calculate individual  
pay and leave entitlement and records)

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PAYROLL AND LEAVE SUB-CATEGORIES

OPI

Combined Federal Campaign Allotments .....	AAA-400
Financial Institution Allotments .....	AAA-400
Garnishment of Pay .....	AAA-400
Pay Distribution Record .....	AAA-400
Payroll Accounts--FAA Headquarters Washington; Metropolitan Airports Service; Europe, Africa, and Middle East Office .....	AMA-16
Payroll and Leave Record .....	AAA-400
Time and Attendance Record .....	AAA-400
Union Dues Allotments .....	AAA-400
U.S. Savings Bond Allotments .....	AAA-400
Withholding Taxes (Federal, State and Local) .....	AAA-400

APPENDIX 14: PAYROLL AND LEAVE INFORMATION.

1. Description of Information. This major information category includes all data on FAA employees which is needed to calculate individual pay and leave entitlements and records. The following provides a brief description of the kinds of information covered by this guideline:
  - a. Time and attendance data is reported on each employee biweekly by Time and Attendance Clerks throughout the agency. This data includes hours worked in regular and premium pay status; hours absent due to approved annual, sick, or other leave; and unapproved absences.
  - b. Authorizations are either received from employees or prescribed by law or court action for payroll withholdings and deductions which affect their pay. Among these are:
    - U.S. Savings Bond Allotments
    - Combined Federal Campaign Allotments
    - Financial Institution Allotments
    - Union Dues Allotments
    - Federal, State, and/or Local Tax Withholdings
    - Federal Retirement Withholdings
    - Social Security Tax Withholdings
    - Health Insurance Withholdings
    - Group Life Insurance Withholdings
    - Travel Advance Collections
    - Indebtedness Collections
    - Garnishment Collections (Limited to Court Order - Child Support and Alimony)
    - Bankruptcy
  - c. Salary and leave earning rates for individual employees are established by the various Personnel Management Divisions on Standard Form 50s, which are provided to the payroll organization to be used in calculating employee entitlements.
2. Key Information. There is no key information listed in this category.
3. Source of Information. AAA is the source for all data covered by the Major Information Category "Payroll and Leave."

4. Approval and Clearance Procedures.

- a. No formal approval and clearance procedures are required because AAA itself provides the information. Most information, however, as it pertains to and is identified with an individual, is subject to the Privacy Act of 1974.
- b. Questions concerning agency use of payroll and leave information should be directed to the information sub-category OPI.

1/27/82

1800.41B  
Appendix 15

APPENDIX 15

GUIDELINES FOR RELEASING

PERSONNEL INFORMATION

OPI: APT

MAJOR INFORMATION CATEGORY N: PERSONNEL

OPI: APT

(Includes: current and historical information on FAA employees,  
training, position classification, and placement)

PERSONNEL SUB-CATEGORIES

OPI

Actual Employment .....	APT-200
Air Traffic Controllers Health Program .....	AAM-1
Air Traffic Specialist Record - Medical .....	AAM-1
Airway Facilities Personnel Certification Program .....	AAF-200
Airway Facilities Staffing Standards .....	AAF-200
Average Grade Register .....	APT-200
Career Service Awards .....	APT-200
Employee Conduct and Discipline/Field and National Inquiries .....	ALR-1
Employee Conduct and Discipline/Washington Headquarters Employees .....	APT-100
Employee Conduct and Discipline/Metropolitan Washington Airports Employees .....	AMA-12
Employee Health Information .....	APT-200
Employee Legal Addresses .....	APT-200
Employee Locator Listing .....	APT-200
Employee Safety Information .....	APT-200
Employee Suggestion System .....	APT-200
Grievances (Employee/Union/Field and National Inquiries) .....	ALR-1
Grievances (Employee/Union/Washington Headquarters Employees) .....	APT-100
Grievances (Employee/Union/Metropolitan Washington Airports Employees) .....	AMA-12
Labor Relations/Field and National Question Information .....	ALR-1
Labor Relations/Washington Headquarters Employees .....	APT-100
Labor Relations/Metropolitan Washington Airports Employees .....	AMA-12
Labor Unions/Field and National Inquiries .....	ALR-1
Labor Unions/Representing Washington Headquarters Employees .....	APT-100
Labor Unions/Representing Metropolitan Washington Airports Employees .....	AMA-12
Personnel Forecasting .....	APT-200
General Personnel Data .....	APT-200
Minority and Female Employment Data .....	ACR-1
Overtime Usage Records .....	AAA-400
Personnel Program Progress and Status .....	APT-200
Personnel Statistical Data .....	APT-200
Placement Status .....	APT-200
Ready Reserve .....	APT-200
Retirement Program Status .....	APT-200
Salary Rates .....	APT-200
Security Clearance Control .....	ACS-1/AMA-300
Sick Leave Usage .....	APT-200
Staffing Pattern Authorization - Air Traffic Control .....	AAT-1
Staffing Standards - Logistics .....	AMS-500
Staffing Validation .....	AMS-500
Technical Suggestion Program .....	APT-200

PERSONNEL SUB-CATEGORIES (Continued)OPI

Training/Nationally Arranged and Conducted.....	APT-300
ATC Second Career Training.....	APT-300
FAA Academy Training.....	APT-300
Long-Term Training.....	APT-300
Management Training School .....	APT-300
Security Clearance Control .....	AMA-300
Training/Washington Headquarters Employees .....	APT-100
Training/Metropolitan Airports Employees.....	AMA-12
Transportation Safety Institute (FAA statistics only) .....	APT-300
U.S. Savings Bond Participation .....	APT-200
Waivers/Exceptions to Regulations .....	APT-200
Work Measurement Performance Analysis Records.....	AMS-1

APPENDIX 15: PERSONNEL INFORMATION.

1. Description of Information. The information contained in the guideline includes current and historical statistics on FAA employment, average grade, post of duty location, personnel program progress and status data, security clearance data and general personnel statistics. The guideline also embraces employment forecasting and planning information, and training statistics. Order 3290.4, Employment and Authorized Staffing Statistics, contains additional and more detailed guidelines and definitions for Personnel Statistics information.
2. Definition/Identification of Key Information. The items listed above are self-explanatory except for four which need clarification. These are:
  - a. Personnel Program Progress and Status Reports, which include such data as positions filled by promotion, number and amount of awards, written commendations, quality within-grade increases and number of suggestions submitted and adopted.
  - b. Personnel Statistics include a variety of information such as separations, accessions, employment, type of employment, series, pay plan, grade, position specialty, career status, tenure, veteran status, supervisory status, sex, organization, type of facility, education, special program identified, age, and length of service. To avoid possible misinterpretation, following are some key definitions on employee and employment terminology.
    - (1) Employee. Any person for whom official personnel action documents are executed by an authorized FAA official and who is on the agency payroll or is paid from funds appropriated to the agency. Military or civilian personnel of other agencies who are on detail to FAA are excluded from this definition. Employees of contractors performing work for the agency are also excluded.
      - (a) Full-Time Employee. One who is regularly scheduled to work the number of hours and days required by the administrative workweek for his employment group or class. Most full-time employees have an administrative workweek of 40 hours.
      - (b) Part-Time Employee. One who is regularly employed on a prescheduled tour of duty which is less than the specified hours or days of work for full-time employees in the same group or class.

- (c) Intermittent Employee. One who is employed on an irregular or occasional basis, with hours or days of work not on a prearranged schedule, and with compensation only for the time actually employed or for services actually rendered.
  - (d) WAE Employee (when actually employed). Same as intermittent employee.
  - (e) WOC Employee. One who serves without compensation.
  - (f) Permanent Employee. One serving under a career or excepted appointment which contains no conditional or time limitations.
  - (g) Conditional or Indefinite Employee. One serving under a conditional appointment or other nonpermanent appointment without a specific time limit.
  - (h) Temporary Employee. One serving under an appointment that is specially limited to one year or less, or pending establishment of an Office of Personnel Management register.
  - (i) Excepted Employee. One who occupies a position in the excepted service, e.g., attorney.
  - (j) Career Employee. An employee in the competitive service who has met the service requirements for career tenure.
  - (k) Career Conditional Employee. An employee in the competitive service who has not met the service requirements for career tenure.
- (2) Military Personnel. Persons who are in active duty status with one of the United States military services and who are detailed, as their full-time primary duty, to a position in the agency.
  - (3) Employment. All employees and military personnel defined in (1) and (2) above, except WOC employees and those who are placed on non-pay status by SF-50 actions. This includes LWOP, furlough and suspension.
    - (a) Planned Employment. The employment level which the agency plans to reach at some specified future time.
    - (b) End-of-Year Employment. This term is used to describe the number of employees at end of the fiscal year.

1/27/82

- (4) Accession. The addition of an employee to the rolls of the agency. Accessions include new hires, transfers of employees from other government agencies to FAA, reinstatement or restoration of former government employees, and the restoration of employees to pay status after extended leave without pay, furlough or suspension. The movement of an employee from one FAA region or headquarters to another is NOT an accession. Likewise, the movement of an employee from another modal administration of the Department of Transportation to the FAA is a reassignment and NOT an accession.
- (5) Separation. The loss of an employee from the rolls of the agency. Separations include the transfers of employees to other government agencies. The movement of an employee from the FAA to another modal administration of the Department of Transportation is a reassignment and NOT a separation.
- (6) Position. The duties and responsibilities officially assigned by agency management and actually performed by one person.
  - (a) Permanent Position. One which has been established without time limit, or for a limited period of a year or more, or which, in any event, has been occupied for a year or more, regardless of the intent when it was established.
  - (b) Temporary Position. One which has been established for a limited period of less than a year.
  - (c) Either of the above types of positions may be occupied by a permanent, conditional, indefinite or temporary employee.
  - (d) Filled Positions. Those positions included in authorized staffing which are occupied by employee or military personnel.
- (7) Washington Headquarters Position/Employment. All employees who are hired, receive personnel service, including maintenance of the official personnel folder, and who are paid from Washington headquarters payroll funds are considered Washington headquarters employees.

- (8) Washington Office Positions/Employment. All Washington office positions/employees whose duty location is Washington, D.C.
  - (9) Washington Field Positions/Employment. Washington headquarters positions/employees and military personnel physically located outside the District of Columbia.
  - (10) Regional Headquarters Positions/Employment. All positions/employees and military personnel assigned to regional headquarters staff positions.
  - (11) Regional Field Positions/Employment. All positions/employees and military personnel who are assigned to regional field service.
- c. Training statistics include requirements, program objectives, and completions. Data concerning the number of completions will vary according to the type of information requested (number of enrollments, graduations, or actual individuals trained). People frequently enroll in more than one course. Also, the number of graduations should not always be related to the number of enrollments for the purpose of determining the number of failures or terminations for other reasons. Classes sometimes span more than one reporting period, leaving some of the enrolled in class at the end of the period. Under each training organization, statistics include resident courses (in and out-of-agency) and directed study courses, where applicable.
- d. Employee Race and National Origin Data. Employees are grouped as follows:
- Code A - American Indian or Alaskan Native: A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
  - Code B - Asian or Pacific Islander: A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
  - Code C - Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

Code D - Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin. Does not include persons of Portuguese culture or origin.

Code E - White, not of Hispanic Origin: A person having origins in any of the original people of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin. Also includes persons not included in other categories.

Code Y - Not Hispanic in Puerto Rico: A person whose official duty station is in Puerto Rico and who is not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures.

Code Z - Employees in Guam or Hawaii: A person whose official duty station is in Guam or Hawaii.

3. Source of Information. The Office of Personnel and Training is the source for all data covered by Category N in the source guide except those information sub-categories which list AAM, AMS, AAF, ALR, ACR, AMA, ACS, AAA, and AAT as the sub-category OPI's. These organizations are also the source for that information. APT and ACR responsibilities are as follows:

- a. The Office of Personnel and Training shall be the sole source of all official agencywide employment and employment forecasting statistics. All Washington offices and services and the agency management system shall use actual agencywide employment statistics supplied by APT. Any special one-time requirement for actual employment statistics needed from the regions must be requested through APT.
- b. The Personnel Management Operations Division, APT-100, shall be the sole source of actual Washington headquarters employment statistics. All Washington offices and services shall use actual Washington headquarters employment statistics supplied by the Personnel Management Operations Division.

- c. Regional and Center Personnel Management Divisions shall be the source of actual regional and center employment statistics. All regional and center organizations shall use actual employment statistics supplied by regional and center personnel management divisions. The overall official employment counts agencywide and for each region are the responsibility of the Office of Personnel and Training while counts showing distributions of regional employment are the responsibility of regional and center Personnel Management Divisions.
  - d. Organizations which conduct or arrange training, and the Training Programs Division, APT-300, are the official sources for training statistics.
  - e. The Office of Civil Rights, is the sole source for all official agencywide employee race and national origin data. All Washington offices and services and the agency management system shall use employee race and national origin statistics provided by ACR-1.
  - f. The Office of Civil Rights, ACR-3, is the sole source of Washington headquarters employee race and national origin statistics. All Washington offices and services shall use the statistics approved by ACR-3.
  - g. Regional and center civil rights staffs shall be the sole source of regional and center employee race and national origin statistics, beyond those provided by the Office of Civil Rights. All regional and center organizations shall use the statistics provided by the Office of Civil Rights and/or regional and center civil rights staffs.
4. Approval and Clearance Procedures.
- a. In general, where APT is designated as the major information category OPI and the source, formal approval/clearance procedures are required because of the nature of the information in question.
  - b. Formal approval/clearance by the Director of Civil Rights or his/her designee is required before requesting employee race and national origin statistics from any source, including PMIS, or releasing any such data to the public.
  - c. Exceptions. Request for such information in sub-categories for which APT is not the source should be referred to the designated source OPI.
  - d. Interpretations. Questions concerning agency uses of personnel, employment or training information, other than simple definitions of data elements, should be directed to the information sub-category OPI. The terminology used in all directives and publications concerning personnel employment statistics shall conform to the definitions described in the section concerning Definition/Identification of Key Information.



1/27/82

1800.41B  
Appendix 16

APPENDIX 16

GUIDELINES FOR RELEASING

PLANNING AND BUDGET INFORMATION

OPI: ABU

1/27/82

MAJOR INFORMATION CATEGORY    0: PLANNING/BUDGETING  
(Includes: entire planning/budgeting process)

OPI: ABU

PLANNING/BUDGETING SUB-CATEGORIES

OPI

Allotments .....	ABU-20
Annual Budget Estimates and Reviews:	
Summary .....	ABU-20
Specific Programs .....	ABU-100/500
Apportionments .....	ABU-20
Aviation System Plans .....	APO-1
Aviation Planning Requirements .....	APO-1
Budget Evaluations .....	ABU-1
Budgetary Policies .....	ABU-1
Budgetary Procedures .....	ABU-10
Budgetary Standards .....	ABU-10
Budgetary Systems .....	ABU-10
Consultative Planning .....	APO-1
Employment Ceilings .....	ABU-20
Fiscal Programs and Reviews:	
Summary .....	ABU-20
Specific Programs .....	ABU-100/500
Intermodal Planning .....	APO-1
Resource Estimates Included in FAA 5 Year Program Plans:	
Summary .....	ABU-10
Specific Programs .....	ABU-100/500
Staffing Authorizations .....	ABU-20

APPENDIX 16: PLANNING AND BUDGET INFORMATION.

1. Description of Information. This information category covers the development as well as the administrative and operational aspects of the agency's entire planning/budgeting process. This process encompasses the identification of aviation user needs, development of aviation system plans and the consultation with user groups. It also includes the establishment and necessary revision of all budgetary policies, standards, systems and procedures as they relate to multi-year planning and programming, annual budget estimating, fiscal programming, apportioning, allotting, employment ceilings, staffing authorizations, budgeting controls and evaluations.
2. Key Information. The following descriptions are provided as guidelines in determining the kinds of information that relate to each of the sub-categories under the major information category.
  - a. Allotment. A written authorization by the Office of Budget to specified FAA officials (allottees) to incur obligations within a stated amount for the necessary expenses of the FAA. An allotment is a subdivision of an apportionment.
  - b. Annual Budget Estimates and Reviews. Annual budget estimates represent judgments as to the anticipated resource requirements necessary to meet agency goals and objectives. These estimates will cover continuing activities as well as all new or expanded activities being proposed by law. The process encompasses all facets of the formulation and review of the estimates to be presented to the Office of the Secretary, DOT, Office of Management and Budget and the Congress.
  - c. Apportionment. The total funds authorized FAA by OMB, which may limit this amount by time (quarter, month or interim), by activity, function, project, object or any combination thereof.
  - d. Budget Evaluation. Appraisals are conducted by the Office of Budget to determine the efficiency and effectiveness of agency budget operations. Such evaluations appraise techniques being used, identify problem areas, determine causes, and recommend corrective and follow-up actions.

- e. Budgetary Policies. Involve the development and formulation of agency budgetary guidelines upon which operational standards, systems, and procedures are based.
  - f. Budgetary Procedures, Standards, and Systems. Include the development of existing standards, procedures, and instructions necessary to the operation of the agency budgetary process.
  - g. Employment Ceilings. Represent limitations imposed on the number of positions, within the total number authorized, that may be filled by the end of the fiscal year.
  - h. Fiscal Programs and Reviews. Fiscal programs are plans that establish the authorized staffing and funding levels required to accomplish a program objective involving a specific function, activity, sub-program, system or project. Quarterly reviews are conducted to evaluate the agency's financial status; validate and reconfirm resource requirements; analyze variances between actual and planned programs; provide balance between programs, and to respond to review authorities reporting requirements.
  - i. Resource Estimates Included in FAA 5-Year Program Plans. Five year planning and programming encompasses all agency activities and pertains to the development of long-range plans, policies, and forecasts related to agency programs and objectives and the allocation of financial and manpower resources necessary to achieve these objectives.
  - j. Staffing Authorizations. Documents issued by the Office of Budget that reflect the allocation of authorized numbers of positions among the various agency activities.
  - k. Aviation Planning Requirements, System Plans, and Consultative Planning. The aviation planning process identifies user needs, develops means by which the FAA can meet those needs, and consults with user groups impacted by agency decisions.
  - l. Intermodal Planning. An agency effort to work with the other modal agencies within DOT to improve the planning of transportation and transportation related facilities through better coordination among the organizations involved in transportation planning.
3. Source of Information. The Office of Budget is the source for all data listed under planning and Budget except the information sub-categories which list APO-1 as the OPI.

4. Approval and Clearance Procedures.

- a. In general, budget estimates and supporting data submitted to review authorities, including the Office of the Secretary, DOT, Office of Management and Budget and the Congress, are privileged communications. Therefore, this information cannot be disclosed outside the FAA prior to release or publication by the Congress, except on a need-to-know basis and in no case outside the Executive Branch except on request in formal hearings or when requested by members of Congress in connection with consideration of the budget material.
- b. Because of the nature of the information contained in the budgeting sub-categories, release of such information, except for definitions and instructions that may be provided in agency directives (other than the agency "Call for Estimates"), shall require coordination and clearance with the designated information sub-category OPI. Release of information contained in agency directives relating to the Call for Estimates is subject to the same restrictions as budget estimates, above.
- c. Exceptions. For those information sub-categories for which ABU is not the source, requests for such information should be referred to the designated source OPI.
- d. Interpretations. Questions regarding the interpretation of information relating to budget estimates prior to release by the Congress, should be directed to the designated source OPI for the "Annual Budget Estimates and Review" sub-category.



1/27/82

1800.41B  
Appendix 17

APPENDIX 17

GUIDELINES FOR RELEASING

PROCUREMENT INFORMATION

OPI: ALG

MAJOR INFORMATION CATEGORY P: PROCUREMENT

OPI: ALG

(Includes: all data required to track planned procurements)

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PROCUREMENT SUB-CATEGORIES

OPI

Acquisition Plans .....	ALG-100
Bidder Lists .....	ALG-300
Contract Administration .....	ALG-1
Contract Audit Reports .....	ALG-300
Contract Awards .....	ALG-1
Contract Status .....	ALG-1
Minority Business Contractors .....	ALG-5
Industrial Evaluations .....	ALG-400
Information-Procurement .....	ALG-1
Labor Compliance Reports .....	ALG-100
Labor Dispute Reports .....	ALG-100
Labor Standards .....	ALG-100
Labor Standards Investigation Reports .....	ALG-100
OST Contract Information System .....	ALG-1
Policy and Plans .....	ALG-100
Pricing .....	ALG-1
Procurement by Civilian Executive Agencies, Reporting .....	ALG-100
Procurement Request Plan .....	ALG-1/AAF-1/ARD-1
Property Administration .....	ALG-300
Quality Assurance.....	ALG-400
Regulations - Procurement .....	ALG-100
Minority Business Enterprise Awards Report .....	ALG-5
Selection Plans .....	ALG-100
Small Business Assistance - Procurement .....	ALG-300
Small Purchases .....	ALG-300
Transportation Services .....	ALG-300
Waivers/Exemptions from Procurement Regulations .....	ALG-1

APPENDIX 17: PROCUREMENT INFORMATION.

1. Description of Information. Data covered in this information category generally include all matters relating to the procurement process from the preparation of acquisition plans through the award, administration, completion and closeout of the contract. Peripheral data includes Industrial Evaluation, Labor Standards, Procurement Regulations, Policies, Awards to minority firms (including Section 8(a) Awards), Selection Plans, Small Business Assistance, and Waivers/Exemptions from procurement regulations.
2. Key Information.
  - a. Contract Awards
  - b. Contract Status
  - c. Procurement Policy and Plans
  - d. Procurement Regulations
  - e. Awards to Minority Firms (including Section 8(a) Awards)
  - f. Small Business Awards
  - g. Procurement Information Reporting
  - h. Labor Standards Requirements and Enforcement
3. Source of Information. ALG is the source of the data covered by Category P, unless otherwise indicated.
4. Approval/Clearance Procedures.
  - a. General. There are no formal approval/clearance procedures required for obtaining data for which ALG is the OPI.
  - b. Exceptions. Certain information requested may be proprietary to a particular contractor and may not be released outside the FAA.
  - c. Information requested pursuant to the Freedom of Information Act should be handled under FAA Order 1200.23, Public Availability of Information.
  - d. Data requested for which ALG is not the OPI, should be referred to the designated OPI in the sub-categories listed.



1/27/82

1800.41B  
Appendix 18

APPENDIX 18

GUIDELINES FOR RELEASING

REAL AND PERSONAL PROPERTY INFORMATION

OPI: ALG

MAJOR INFORMATION CATEGORY Q: REAL & PERSONAL PROPERTY  
(Includes: description, accountability, custodianship)

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OPI: ALG

REAL & PERSONAL PROPERTY SUB-CATEGORIES

OPI

Administrative Telecommunications.....	ALG-200
Classified Documents Inventory .....	ACS-1
FAA Family Housing Management .....	ALG-200
Information Security Oversight Office Review .....	ACS-1
Material In Transit .....	ALG-200
Material On Hand .....	ALG-200
Material Transferred .....	ALG-200
Motor Vehicles Management .....	ALG-200
Personal Property Accountability .....	ALG-200
Personal Property Disposal .....	ALG-200
Personal Property Loans .....	ALG-200
Personal Property Physical Inventory .....	ALG-200
Real Property Information .....	ALG-200
a. Land .....	ALG-200
b. Buildings; (Administrative, Technical, Housing) .....	ALG-200
c. Value/Cost .....	ALG-200
d. Facilities by Congressional District .....	ALG-200
e. Utility Costs .....	ALG-200
Recording/Monitoring Equipment Reports. ....	ACS-1
Report of Survey (Personal Property) .....	ALG-200
Security Control of FAA Real & Personal Property .....	ACS-1
Theft of Government Property .....	ACS-1

APPENDIX 18: REAL AND PERSONAL PROPERTY INFORMATION.1. Description of Information

- a. Real property includes owned and leased buildings and structures for technical (Navigation, Communication, R&D, etc.) and administrative (office, storage, laboratories and special space) use. The following information is available:

Number of acres owned and leased  
Value of owned real property  
Annual rental of real property  
Rent free space authorized  
GSA space occupied by FAA (SLUC)  
Administrative space standards and utilization rate  
Facility location by Congressional District  
Employee housing (residential)  
Reporting and disposal of real property  
Transfer to government real property  
Employee service (commissary)  
Number, types and cost of utility contracts

- b. Personal property is capitalized under criteria outlined in national directives, and those items determined accountable are divided into five classes: facility equipment (installed and portable test equipment), administrative property, developmental equipment, aircraft and installed avionics equipment, and other equipment (shop, work, off-road vehicles, etc.)
- c. A physical inspection of all categories of personal property is required. The following items in support of this program are on file in the regional or center Logistics Divisions:

Schedule of Inventory  
Adjustment Action Due to Inventories  
Identification of Property Custodians and Managers  
Waivers of Inventories  
Records of Special Inventories Conducted  
Inventory Listings, Completed and Certified

- d. A survey action is required whenever there is evidence of a loss, damage, or destruction of government property that must be investigated and reviewed to establish the pertinent facts and to determine the extent or absence of employee personal responsibility. The data listed below will be available in the regional or center Logistics Divisions:

Survey Reports  
Identification of Survey Officer and Members of Survey Board and Approving Officer  
Survey Officer Investigation Results

1/27/82

- e. A loan of Federal property can be effected between Federal agencies or other local governments or within an agency itself. The property manager will control the loan. Foreign loans of property are coordinated by AIA. The following data on loans is available in the regional and center Logistics Division:

- Loan Agreements
  - Copies of Supporting Documents for Items on Loan to Other Regions or Centers
  - Supporting Documents for Items on Loan to Other Governmental Agencies (Federal or Civil)
  - Interagency Agreements

- f. Agency property excess to overall agency requirements is screened with AIA, DOT and GSA for reuse by other departments and agencies. Upon completion of the screening cycle, property is disposed of as surplus in accordance with GSA and agency directives. These include donation, sale, destruction and abandonment. A retirement and retention list of facility equipment is updated annually. Certain monetary data for agency use, property reported as excess and transferred with DOT, and Sale Transactions are reported annually to ALG-200. The following data will be noted in region or center files:

- Report of Excess Property
  - Receipt of Sale or Surplus
  - Report of Excess Property Reported to GSA
  - Transfer Order of Excess Personal Property to Other Federal Agencies
  - Application and Transfer of Agency Surplus Property

- g. The responsible motor vehicle organizational element in regions or centers will manage this program including the acquisition, utilization, rotation, funding, maintenance, and disposal of FAA-owned, leased, or rental vehicles. The regions and centers report vehicle mileage reduction data quarterly and motor vehicle usage, costs, and inventories data annually to ALG-200. Regions and centers process operators' inquiries to NHTSA direct, and manage the operator authorization program.
3. Source of Information. General real property information is available at Washington headquarters. Detailed information is obtained from the regional offices. Personal property inventory, property loans, and survey report data are available in the regional or center Logistics Divisions. Property disposal and vehicle management information is also available in region and center files. Information concerning classified documents and property, recording and monitoring equipment, security control, and theft of FAA property is developed and maintained by regional Civil Aviation Security Divisions and the headquarters Office of Civil Aviation Security, Washington, D.C.

1/27/82

1800.41B  
Appendix 18

4. Approval and Clearance Procedure. Requests for data in the category of Real and Personal Property and for its interpretation should be made to the appropriate OPI indicated in the listing of sub-categories.



1/27/82

1800.41B  
Appendix 19

APPENDIX 19

GUIDELINES FOR RELEASING

E&D PROJECT MANAGEMENT INFORMATION

OPI: AED

1/27/82

MAJOR INFORMATION CATEGORY R: E&D PROJECT MANAGEMENT  
(Includes: planning, establishment, structure, and performance  
of all E&D Programs.)

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OPI: AED

E&D PROJECT MANAGEMENT SUB-CATEGORIES

OPI

Program Structure, Objectives, Plans Index .....	AED-10
Highlights and Accomplishments .....	AED-10
Sub-Program Research & Technology Resumes .....	ARD-1

APPENDIX 19: E AND D PROJECT MANAGEMENT

1. Description of Information. The activity data covered by this major information category includes information on planning, establishment, structure, and performance of all engineering and development programs. The following provides a brief description of the kinds of information covered by this guideline.
  - a. Data is collected to provide detailed information concerning goals and status of the 23 engineering and development programs, including objectives, program structure, technical approach, resources, possible implementation and other program information.
  - b. Data is also collected on engineering and development programs relative to long-range direction, past year achievements, as well as expected progress and accomplishments in the future years.
  - c. Research and technology data is collected for each sub-program to assist in preventing uneconomical duplication of research and technology and exchange of data pertaining to technical efforts planned and in progress.
2. Key Information. Program Structure for E&D activities has evolved into 23 separate and major programs covering a wide variety of efforts. Each program is sub-divided into program elements and each program element is broken down into sub-programs as required for management of the program.
3. Source of Information. AED is the source for all data covered by Category R in the source guide except that information sub-category which lists ARD as the sub-category OPI.
4. Approval and Clearance Procedure. Requests for information in each sub-category will be cleared with the sub-category OPI before release.



1/27/82

1800.41B  
Appendix 20

APPENDIX 20

GUIDELINES FOR RELEASING

SUPPLY INFORMATION

OPI: ALG

MAJOR INFORMATION CATEGORY S: SUPPLY OPI: ALG  
(Includes: receipt, inventory, distribution information for project  
and operating material)

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SUPPLY SUB-CATEGORIES

OPI

Cycle Inventory.....	ALG-200
Depot Activity.....	ALG-200
Depot Inventory.....	ALG-200
Depot Shops Support.....	AAC-1
Engineering Modification.....	AAF-1
Facility Locations and Addresses.....	AAF-1
Field Inventory .....	ALG-200
Field Inventory Replenishment.....	ALG-200
Inventory Stratification.....	ALG-200
Item Identification.....	AAC-1
Potential Excesses.....	ALG-200
Provisioning.....	ALG-200
Requisitions Records.....	ALG-200
Supply Catalog.....	AAC-1
Supply Support Code Directory.....	ALG-200

APPENDIX 20: SUPPLY INFORMATION.

1. Description of Information. This information category contains data relating to the direction and operation of the agency supply systems. The data depicts both standards (or goals) and actual experience of the system. Both instantaneous measures (such as stock on hand) and periodic totals (such as amount of an item issued last year) are involved. This data covers such parameters as monetary value of supplies and equipment, number or items of supply, item identifications, stock levels, estimated future consumption, identifications and quantities of items authorized for initial issue, record adjustments after costs of stock, etc.
2. Key Information. Not applicable.
3. Source of Information. All data of Category S is available through ALG, which is also the source for interpretative assistance. In addition, much of the financial data is obtainable from AAA.
4. Approval and Clearance Procedures.
  - a. Request for data in Category S and for assistance in interpretation thereof should be made to ALG.
  - b. Before releasing data, ALG shall assess its accuracy and its susceptibility to misinterpretation.

